

Pell Grant Program

1982-83

Recipient Data Exchange

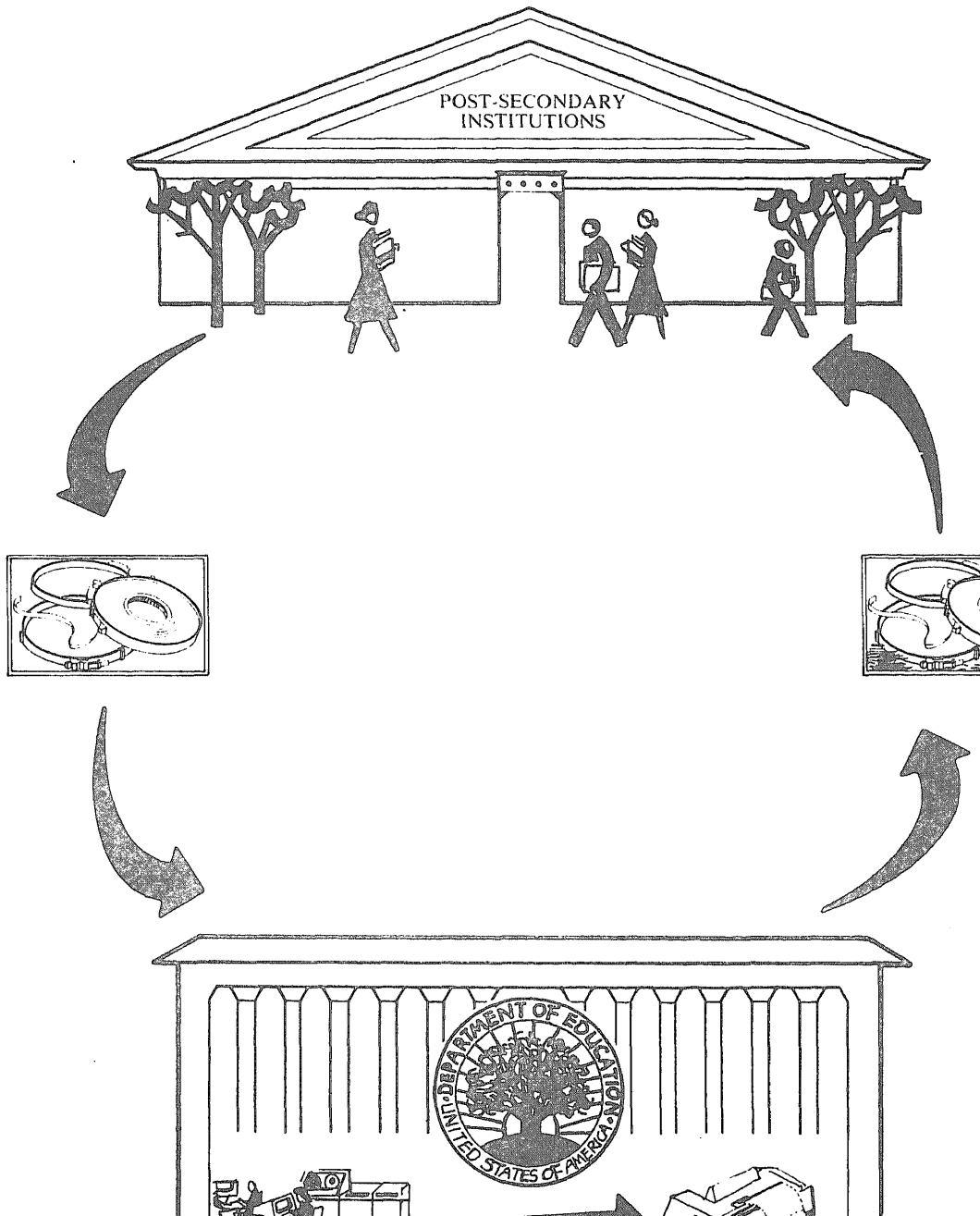


TABLE OF CONTENTS

- I PURPOSE AND BACKGROUND
- II PHYSICAL RECORD RETENTION AND PROGRAM REPORTING REQUIREMENTS
 - A. PHYSICAL RECORD RETENTION
 - B. PROGRAM REPORTING REQUIREMENTS
- III ENTRY INTO THE PELL GRANT RECIPIENT DATA EXCHANGE PROCESS
 - A. PARTICIPATION OPTIONS AND AGREEMENT
 - B. TRIAL DATA SUBMISSION AND ED APPROVAL
- IV THE PELL GRANT RECIPIENT DATA EXCHANGE CYCLE
- V SPECIFICATIONS FOR PELL GRANT RECIPIENT DATA EXCHANGE PARTICIPANTS
 - A. DATA PREPARATION REQUIREMENTS
 - 1. SAR Tapes (or Decks)
 - 2. SVR Tapes
 - B. DATA SUBMISSION REQUIREMENTS
 - 1. Card Decks
 - 2. Magnetic Tapes
 - 3. Back-up Data
 - C. TRANSMITTAL PROCEDURES
- VI ED PROCESSING AND RETURN OF PELL GRANT RECIPIENT DATA
 - A. SAR TAPES (OR DECKS)
 - B. SVR TAPES

FIGURES AND TABLES

FIGURE 1 - THE PELL GRANT RECIPIENT DATA EXCHANGE CYCLE

TABLE 1 - SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

APPENDICES

- A. Pell Grant Recipient Data Exchange Agreement
- B. 1982-83 Student Aid Report (SAR)
- C. Pell Grant Recipient Data Exchange Transmittal Form
- D. Pell Grant Recipient Data Exchange External Labels
- E. 1982-83 Student Aid Report (SAR) Record
Formats and Data Editing/Validation Criteria
- F. 1982-83 ED Student Validation Roster (SVR) Tape
Record Formats and Content
- G. 1982-83 Institutional SVR Tape Record Formats and
Data Editing/Validation Criteria
- H. Processing Output Report Samples and Error Tape Record
Format and Content
- I. Building a Pell Grant Recipient Data Base Using Federal
Student Aid Applicant Roster Tapes

I. PURPOSE AND BACKGROUND

The Pell Grant Recipient Data Exchange process gives institutions the opportunity to submit data from Student Aid Reports (SARs) and Student Validation Rosters (SVRs) in machine-readable form. The Recipient Data Exchange process was established to expedite the flow of recipient information and to reduce the clerical burden for participating institutions. The Recipient Data Exchange process has the following advantages over the manual reporting method:

- Decreases the number of forms that must be transmitted from an institution to the Department of Education (ED), and therefore minimizes handling and mailing costs to the institution;
- Eliminates manual completion of the student award section (3) of the Student Aid Report (ED and institution copies). The tape or card deck is the method of transmitting the SAR Section 3 information to ED (Physical Record Requirements, Section II);
- Reduces the number of manual processing steps at institution to determine student awards;
- Provides the opportunity to shift the bulk of Pell Grant data exchange with ED to an automated interface handled by an institution's computerized system(s);
- Makes error correction processing more efficient through greater accuracy in data and upgraded turnaround in Student Aid Report (SAR) and Student Validation Roster (SVR) processing;
- Facilitates prompt determination of the student's final award status;
- Expedites reconciliation and closing of the institutional and Program accounting records for award period.

The Pell Grant Recipient Data Exchange process is administered by the following organization in ED:

Systems Support Section, Pell Grant Branch
Division of Program Operations
Office of Student Financial Assistance
ROB3 - Room 4651
400 Maryland Avenue, S.W.
Washington, DC 20202

Questions regarding Recipient Data Exchange should be directed to a Recipient Data Exchange Specialist at the above address or by calling (202) 447-9001.

NOTE: The correct address for submission of data, given on Data Transmittal, is different than the above. Use address other than that given on the Data Transmittal delays receipt and processing of your Progress Report recipient data tapes.

II. PHYSICAL RECORD RETENTION AND REPORTING REQUIREMENTS

A. PHYSICAL RECORD RETENTION

Recipient Data Exchange institutions are not required to physically complete the student award section (Section 3) of Student Aid Report. However, to provide a complete and audit student award file, the institution must maintain physical records and make them available for Program reviews and audits. In lieu of completing Section 3 of the hard-copy SAR, the institution must maintain records using one of the following methods:

Method 1:

A computer generated facsimile of the SAR student award section, including each data element in this section (Section 3). These elements, designated by the dark outline on the SAR in Appendix B, are:

1. Cost of Attendance
2. Student Aid Index
3. Scheduled Pell Grant
4. Expected Disbursement
5. Date Enrolled
6. Pell Institution Number (of Campus student attends)
7. Enrollment Status (Standard term institutions)
8. Percentage of Hours Expected to Complete (Non-Standard term institutions and clock-hour institutions)
9. Student's Social Security Educational Benefits
10. Student's Veteran's Educational Benefits
11. Applicant Data Validation Status Code*
12. Institutional Official's Signature Indicator

The Applicant Data Validation Status Code is an asterisk () which appears next to the Student Aid Index in Section 3 of SAR. If present on the SAR, it must be reported to ED in position 51 of the data detail record and must be retained on SAR Section 3 facsimile which is placed in the individual student file or on the computer-generated student list described in

This facsimile would be placed with the SAR in the individual student file.

Method 2:

A computer-generated student list showing the student's name, social security number, and the student award section (as listed above), for each recipient. The SAR would be placed in the individual student file.

The presence of the Institutional Official's Signature Indicator on the SAR Section 3 facsimile or computer-generated student list signifies that an authorized institutional official has certified that payments made by the school for the student are correct according to the regulations, instructions in the Student Financial Aid Handbook, and the 1982-83 Payment Schedule. This indicator is used in lieu of physically completing the Certification Statement which appears at the bottom of Section 3 of the SAR.

In addition to a physical record of the SAR Section 3 elements, the institution must keep on file a Statement of Educational Purpose (SEP) signed by the student. For convenience, this statement appears as the last comment in Section 2 of the SAR for every eligible student. The student must sign either the SEP which appears on the SAR, or an SEP prepared by the institution which is substantially similar to the SEP on the SAR.

All other record keeping and retention requirements prescribed by the regulations for the Pell Grant Program remain unchanged. The institution will be responsible for maintaining

Pell Grant recipient, using either a fully-completed copy of the SAR or an award letter which states the award (disbursement) the student can expect to receive, when (s)he will be paid, and how (s)he will be paid (by check or by credit to his or her account).

B. PROGRAM REPORTING REQUIREMENTS

Pell Grant Recipient Data Exchange institutions must comply with the same reporting requirements for Progress Reports and Student Validation Rosters as institutions which submit data in hard-copy form. Recipient Data Exchange institutions which cannot provide processable data by the scheduled reporting date must submit properly completed hard-copy forms (SARs and/or SVR) to ED. ED reserves the right to withhold funding increases when the reporting requirements are not met.

III. ENTRY INTO THE PELL GRANT RECIPIENT DATA EXCHANGE PROGRAM

A. PARTICIPATION OPTIONS AND AGREEMENT

To initiate participation in the Pell Grant Recipient Data Exchange, your school may write requesting information, or receive the information directly from ED if you have submitted a large number of SARs in recent years. We annually send sample SARs to schools the latest Recipient Data Exchange manual and highlight the changes to the Recipient Data Exchange requirements.

Your school's financial aid and data processing personnel should review the Recipient Data Exchange requirements in relation to your school's current computer and/or financial processing systems. Representatives from these areas should consider which of the three participation options best meet your school's needs. These options are:

1. Sending both SAR and SVR data in machine-readable form;
2. Sending only SAR data in machine-readable form;
3. Sending only SVR data in tape form.

While automated exchange of recipient data is primarily intended for institutions with computer systems capable of producing magnetic tapes, the 1982-83 SAR record format requirement can be met with standard punched cards. This allows small schools with access to only key-entry equipment or service to participate in the automated reporting system. Institutions which intend to send data in card form should note that punched cards can be used only to send SAR data. Student Validator (SVR) data cannot be exchanged using punched cards.

The full advantage of the Recipient Data Exchange is achieved when both SAR and SVR data are transmitted in machine-readable form. While you are encouraged to transmit both SAR and SVR machine-readable data, the constraints on your school's existing system may limit participation to that of sending only SAR data or SVR data. If your school initially chooses to send only SVR data via tape, you may begin sending SAR data at a later time by amending your Recipient Data Exchange Agreement and submitting a SAR test tape (or card deck) according to the procedures in Section III-B.

If you decide to participate in the Pell Grant Recipient Data Exchange, you must complete the Recipient Data Exchange Agreement, indicating your choice of participation option and media (tape or card deck). Your school's authorized financial aid administrator and data processing contact person must each sign the Agreement. The completed and signed agreement is then returned to ED.

You may submit the Recipient Data Exchange Agreement at any time. If you wish, you may send the test tape (or card deck) with the Agreement, or at a later date. The test tape (or card deck) must be prepared and submitted according to the procedures in Section III-B., and according to the specifications in Appendix E.

B. TRIAL DATA SUBMISSION AND ED APPROVAL

Prior to submission of actual SAR data, you must send ED

tions, and to identify any potential processing problems. This requirement was instituted to prevent processing delays caused by format and content errors, and to expedite the processing of actual data when submitted.

You must prepare the test tape (or deck) according to the specifications in Appendix E, using contrived student identifying data rather than "live" student data. This is consistent with the requirements of the Family Educational Rights and Privacy Act (34 CFR Part 99). The use of contrived data also permits you to produce the test tape (or deck) before students actually enroll. Your test tape (or deck) submission to ED must include:

1. A test tape (or deck) which
 - a. is externally labeled (see Appendix D);
 - b. contains at least 10 and no more than 25 records; and
 - c. consists of contrived data, as described above;
2. A completed Recipient Data Transmittal form (see Appendix C);
3. A dump which shows
 - a. the internal tape labels (if any);
 - b. the data header record (record type 1);
 - c. ten data detail records (record type 2); and
 - d. the data trailer record (record type 3).

Note: Institutions intending to send tape data may not send card decks to meet the test phase requirements.

You must send the test tape (or deck) and related documents to the address shown on the Transmittal form. You should allow approximately fifteen (15) working days following receipt of the test data at ED for the review.

After we review your test data, we will return it to you with a letter telling you if the test was acceptable or unacceptable.

If your test data does not meet the required specifications or is unprocessable, we will return it to you for correction and resubmission. Your institution may not submit actual data tapes (or decks) until you have provided us with acceptable test data. Also, until you provide us with an acceptable test tape (or deck), you must meet the Program reporting requirements by submitting Progress Reports with properly completed hard-copy SARs by the scheduled reporting dates. If you do not meet these reporting requirements, adjustments to your Pell Grant Authorization will be withheld.

Please note that only one acceptable test tape (or deck) is required for any institution. Once we have notified you that your test is acceptable, you may begin submitting SAR tapes (or decks) with actual student data at the required reporting periods. We do not require a test tape (or deck) each year.

If you wish to receive only the end-of-year ED SVR tape and you intend to meet all reporting requirements of the Program with manually-prepared documents, you are not subject to the test phase requirements. The ED SVR tape is provided automatically to all Recipient Data Exchange institutions participating under the SAR/SVR or SVR-only options. If your institution wishes to receive the end-of-year ED SVR tape, you must submit a properly

This restriction was instituted to assure adequate advance development and testing time at your institution so that meet the SVR reporting due date (six weeks from receipt of SVR tape at your school). Newly participating institutions request a test ED SVR tape to assist in system development. Their Recipient Data Exchange Agreement is approved by ED.

IV. THE PELL GRANT RECIPIENT DATA EXCHANGE CYCLE

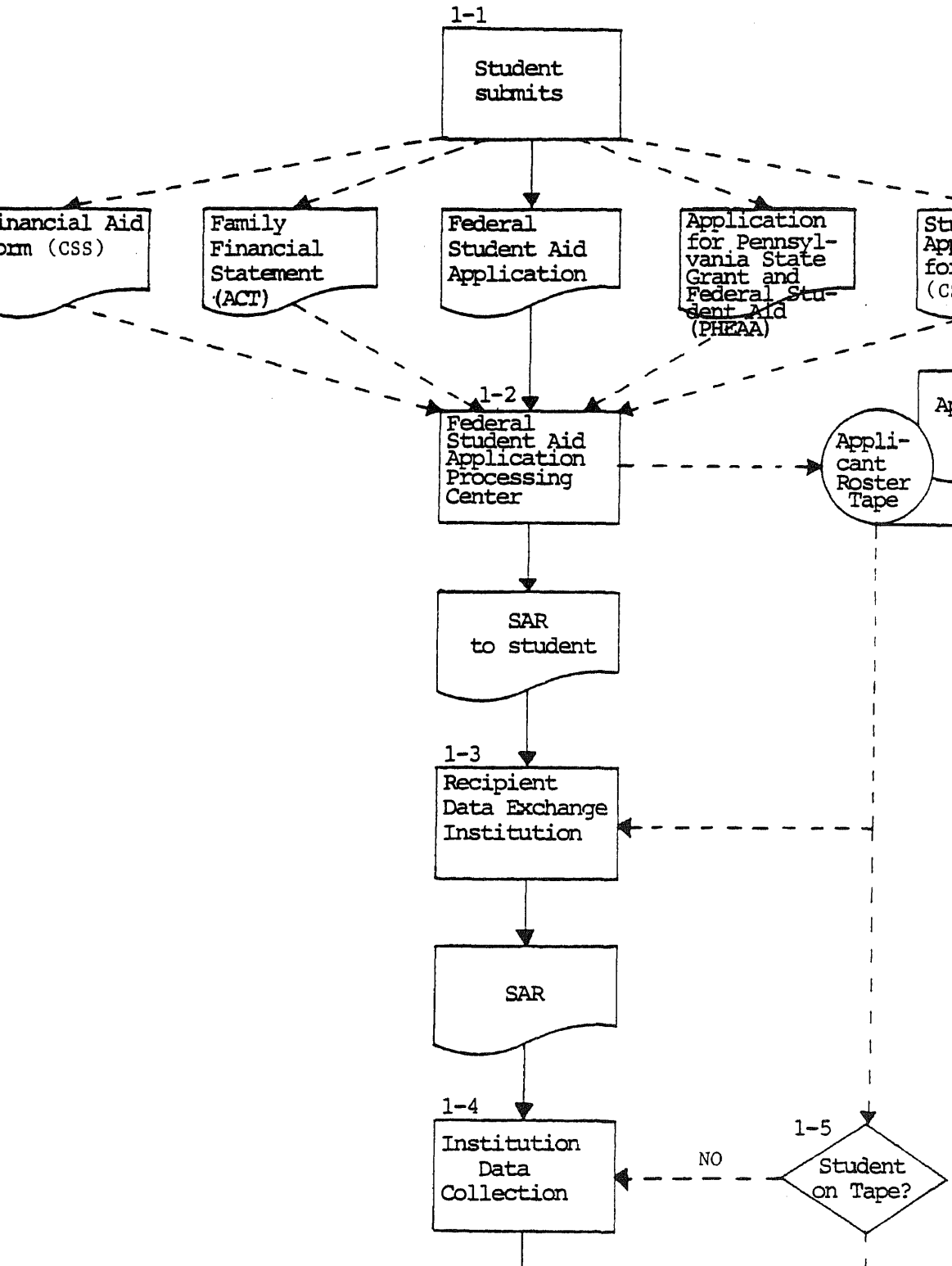
After your school has received the Pell Grant Recipient Data Exchange specifications, executed the Pell Grant Recipient Data Exchange Agreement, and received approval from ED on a data test, you may begin submitting Pell Grant Recipient Data Exchange tapes (or decks).

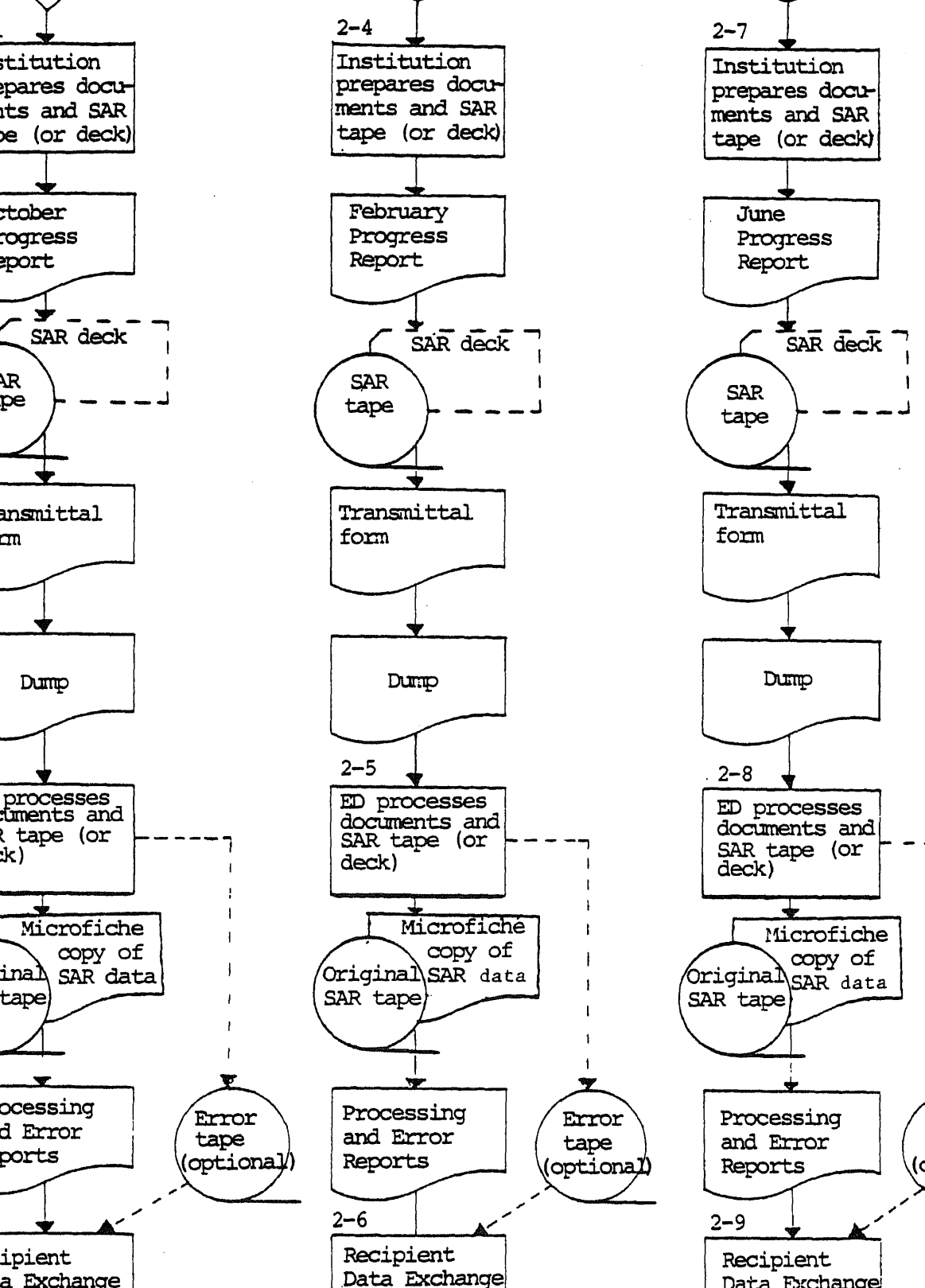
Figure 1 depicts the basic cycle of the Pell Grant Recipient Data Exchange process. Steps 1-1 and 1-2 refer to the determination of eligibility for applicants through the Federal Student Aid Application Processing System and reporting of applicant data to the institution. The exchange of recipient data with ED begins with the submission of a Student Aid Report (SAR) by an eligible applicant to a Data Exchange institution (step 1-3) and actual enrollment of the student at the institution (as defined in the Pell Grant regulations).

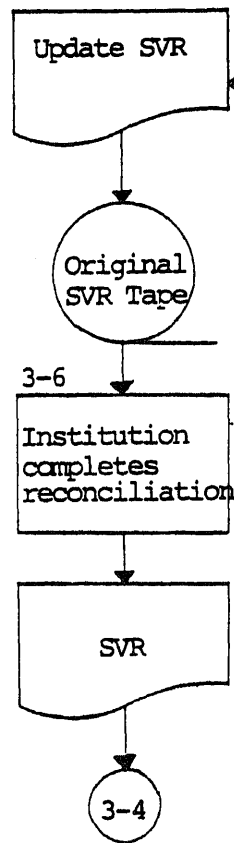
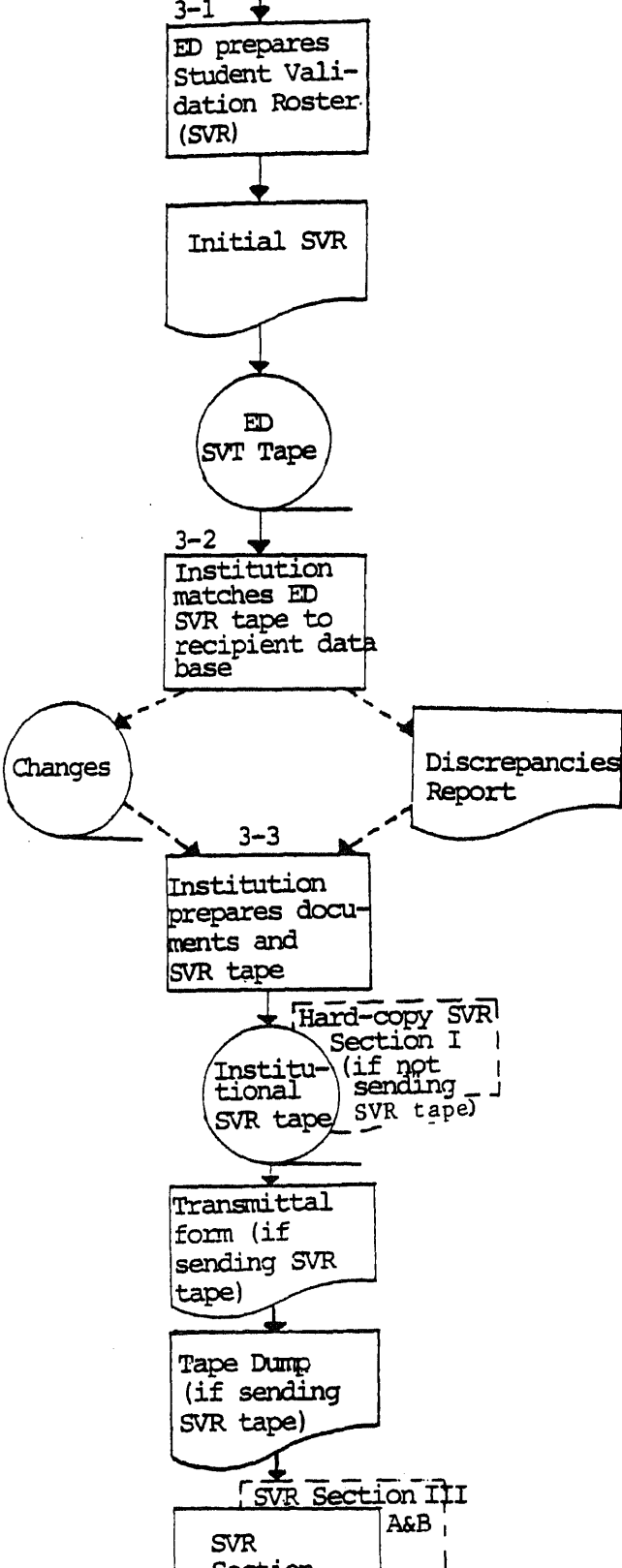
With each Progress Report (steps 2-1, 2-4, and 2-7), your school prepares an SAR tape (or deck) according to the specifications shown in Section V. On the Progress Report that accompanies the tape (or deck), Item 22B must indicate the number of SAR records submitted on the tape (or deck) and in hard-copy form (if any).

After the tape (or deck), dump, and Progress Report have been prepared, the authorized official for your school completes a Recipient Data Exchange Transmittal form (Appendix C). Your institution then sends the tape (or deck), dump, Progress Report

The Pell Grant Recipient Data Exchange Cycle
Figure 1







3-4

ED p
docur
and

3-5

Acc
ba

Fin

Fin
Auth
Lett

On
SV

3-7

Inst:
close
gram

When we receive the tape (or deck) and related documents, a Recipient Data Exchange Specialist reviews the submission for completeness and accuracy. If no problems are found, the tape (or deck) is processed. If the tape (or deck) is unprocessable, we will return it to you for correction and we may hold your Progress Report and authorization adjustment until you send us the corrected tape (or deck).

After your tape (or deck) is processed, we return it to your school along with output reports which show the results of processing. These reports are discussed in Section VI.

Records which are rejected during processing are not retained in ED data bases. If the number of rejected records is not excessive, we will process your Progress Report. You must submit corrected records to ED either on your next SAR tape or by sending the hard-copy SARs, properly completed. However, if the number of rejected records is excessive, we may hold your Progress Report and authorization adjustment until you send us the corrected records.

ED processes Progress Reports for all institutions in the same manner. You must be sure to adjust Item 21B on the pre-printed Progress Report to show only records accepted by ED, if the count has not already been corrected at ED. This is to ensure that rejected records, when corrected and resubmitted to ED, are not counted twice. If the adjustment to Item 21B is not made, your next Progress Report will fail ED edits and processing of your authorization adjustment may be delayed.

After completing the June Progress Report cycle, we prepare the Student Validation Roster (SVR) from the SAR data submitted by your institution (step 3-1). Institutions which have chosen to exchange only SAR data in machine-readable form will receive only the hard-copy roster, which must be manually completed and returned to ED. Institutions which have chosen to exchange SVR data in tape form will receive the hard-copy roster and the ED SVR tape.

Your institution must match the ED SVR tape (step 3-2) against your student/Pell Grant Recipient data base created during the award year and verify that the following data elements on the ED SVR tape are accurate:

- Institutional Official's Signature Indicator
- Cost of Attendance
- Scheduled Pell Grant
- Expected Disbursement
- Date Enrolled
- Pell Institution Number (of Campus student attends)
- Enrollment Status or Percentage of Hours Completed
- Statement of Educational Purpose Signature Indicator
- Applicant Data Validation Status Code
- Term Type
- Student's Social Security Educational Benefits
- Student's Veteran's Educational Benefits

Your institution then generates an SVR tape with the actual disbursement amount for each student, and with corrections for any of the previously reported fields that have changed since originally submitted. In addition, records for students who do not appear on the ED SVR tape must be added. The tape must be prepared according to the specifications in Section V.

Your institution sends Section II of the hard-copy roster (properly completed and signed), your institutional SVR tape, dump, and the Transmittal form to ED (step 3-3) for processing. You must also complete and send a Revised June Progress Report (SVR Section IV) if one or more of the following conditions exist:

- o The sum of the actual disbursements for all Pell Grant recipients is not equal to the net expenditures reported on your original June 30 Progress Report (Item 14A).
- o The number of actual recipients is different than reported on your original June 30 Progress Report (Item 12B).
- o The number of SARs submitted is different than reported on your original June 30 Progress Report (Item 23B).

When ED receives your institutional SVR tape and related documents, a Recipient Data Exchange Specialist reviews the submission for completeness and accuracy. If no problems are found, the tape and Progress Report facsimile (if any) are processed (step 3-4). If the tape is unprocessable, we will return it to you for correction, and we will hold the Progress Report facsimile (if any) until we receive the corrected tape.

After your institutional SVR tape is processed, ED returns it to you along with output reports which show the results of processing. If any unprocessed records or account discrepancies remain (Step 3-5), a Reconciliation (second) Student Validation Roster (hard-copy only) is sent to your institution for manual completion and reconciliation with your Progress Report

cycle for the award year ends when you achieve a balance between your latest Progress Report and your SVR data. When this balance is achieved, we prepare your Final Student Validation Roster and the Authorization Letter closing your institution's fund account (Step 3-7). These documents provide a permanent record of Pell Grant activity at your institution for the award year.

V. SPECIFICATIONS FOR RECIPIENT DATA EXCHANGE PARTICIPANTS

A. DATA PREPARATION REQUIREMENTS

1. SAR Tapes (or Decks)

Three types of data records are required for SAR tapes (or decks): header (record type 1), detail (record type 2), and trailer (record type 3). The record formats and required content for SAR tapes (or decks) are given in Appendix E.

The SAR tape (or deck) that you send with a Progress Report must contain one data detail record for each eligible student who submitted a SAR and who was paid for the first time during that Progress Report period. The tape (or deck) must not be cumulative; that is, it must not include the same data detail record that you sent on a previous tape which were accepted by our system. The specifications for reporting student data changes for SAR records previously sent to, and accepted by, ED are provided in Table 1.

If the number of records we rejected during processing of a previous tape (or deck) for this award year was not excessive, you must correct the errors and include the corrected records on your next SAR tape (or deck). However, if the number of records we rejected during processing of a previous tape (or deck) for this award year was excessive, you must correct the records and resubmit them as soon as possible. We may hold your Progress Report and authorization adjustment until you send us the corrected records.

1:

SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES FOR RECORDS
PREVIOUSLY SENT TO AND ACCEPTED BY ED

<u>Change(s)</u>	<u>New SAR Record Required by ED</u>	<u>When to Report</u>	<u>ED Procedure If Rep</u>
student supplies a revised Student Aid report (SAR) which is accepted for payment by your institution			
• Student Aid Index (SAI) on revised SAR is different than the SAI on the SAR previously accepted by ED.	Yes, unless SAI <u>increased</u> because student <u>submitted</u> a special condition form. In this case, you may continue to pay on the previous SAR. The revised SAR should not be submitted.	Next SAR tape (or deck); no later than SVR and/or SVR tape	An additional record retained ED data the student
• Student Aid Index on revised SAR is identical to the SAI on the SAR previously accepted by ED	No (However, if the student's revised SAR contains a corrected Social Security Number or name, reporting is encouraged. Note that the transaction number of the revised SAR will be different than on the SAR previously accepted.)	Optional	Same as
changes to campus attended	Yes.	Next SAR tape (or deck); no later SVR and/or SVR tape	Same as

anges to cost of attendance,
 reduced Pell Grant, student
 collment status/percentage of
 nrs completed, student's Social
 ury educational benefits,
 A/or student's veteran's educa-
 onal benefits

No

As needed on SVR tapes to
 correct erroneous and/or
 incompatible data relative
 to the student's final award
 status (actual disbursement).

Optional on SAR
 tapes (and decks)

Same as 1.

SVR tapes

Can be sup-
 update (re-
 to the exi-
 record; or
 record (re-
 6). For t
 an addition
 will be re
 the ED dat
 the studen

anges to ONLY date enrolled and/or
 pected disbursement.

No

Omit from SAR
 tapes (or decks)

The newly-
 ted SAR re-
 be dropped
 licate reco-
 retained i
 data base.

As needed on SVR tapes to
 correct erroneous and/or
 incompatible data relative
 to the student's final award
 status (actual disbursement)

SVR tape

Must be sup-
 update (re-
 to the exi-
 record. A
 record (re-
 will be dr-
 duplicate
 not retain
 data base.

1. An SAR tape (or deck) or an SVR tape which conforms to the specifications for the appropriate award year, and which is externally labeled with a properly completed facsimile of the label shown in Appendix D.
2. A completed Progress Report (all three ED copies). You must send a Progress Report with every SAR tape (or deck). You may be required to send a Progress Report with an SVR tape (see Section IV).
3. SVR tapes only: Section II of the hard-copy roster, properly completed and signed. If Section II of the SVR is not supplied, your SVR or SVR tape cannot be accepted for processing.
4. A properly completed and signed Recipient Data Exchange Transmittal form (see Appendix C). Keep a copy of this for your records.
5. A dump of your tape (or deck) which shows the following items:
 - a) the internal tape labels (if any);
 - b) the data header record;
 - c) the first ten data detail records;
 - d) the data trailer record

The dump must contain character representation of these items. If the dump contains only hexadecimal representation, processing of your tape (or deck) will be delayed.

Your institution's financial aid administrator and Recipient Data Exchange contact should review the items before mailing to verify that each conforms to Recipient Data Exchange specifications, and to verify that information which appears on more than one item is reported consistently. For example, the tape volume serial number, which appears on the external label, the Transmittal, and the dump of internal labels, must be the same on each of these items. We have provided a Recipient Data Exchange Submission Checklist on the back of the Transmittal form (see Appendix C) to assist you in accurately preparing your submission.

After reviewing the items for accuracy, package the items together and mail to:

Pell Grant Program
P.O. Box 2468
Washington, DC 20013
Attn: Recipient Data Exchange

NOTE: The correct address for inquiries and new Agreements, given in Section I and on the Agreement itself, is different than the above.

VI. ED PROCESSING AND RETURN OF DATA

A. SAR TAPES (or DECKS)

If our review of the Transmittal and dump indicates that your SAR tape (or deck) is acceptable, we will process the data. If the data is unacceptable we will return it to you for correction, and we will hold your Progress Report until you send us corrected tape (or deck) or the hard-copy SARs, properly completed.

After we process the data, we will send you:

- o The SAR tape you submitted (card decks will not be returned);
- o A cover letter which shows the number of accepted and rejected records, and which describes the proper method of handling rejected records;
- o A summary of any problems we encountered during review or processing;
- o Recipient Data Exchange Preprocessor Control Report (BGP.78.A);
- o Recipient Data Exchange Error Report (BGP.79.A);
- o SAR-to-Eligible Applicant File Match Discrepancy Report (BGP.79.C);
- o Recipient Data Exchange Summary (BGP.79.D);
- o Recipient Data Exchange History Update Edit Error Report (BGP.65.C);
- o Microfiche copy of the data as you sent it to us;
- o Error Tape, if you requested it on your Transmittal (SAR data only). This error tape must be returned to ED within 50 days. If you do not return the error tape in the stated time, further requests for error tapes will be denied.

Sample copies of the output reports are shown in Appendix H. After we have processed your first SAR tape for the 1982-83 award year, we will send you supplemental information on how to interpret the output reports for correcting rejected records.

Records that we reject during processing are not retained in the ED data base. You must:

1. Provide corrected records on tape or cards (or the hard-copy SARs, properly completed) with the next regularly scheduled Progress Report if the number of records we rejected was not excessive. If the number of records we rejected was excessive, you must correct the records and resubmit them as soon as possible. If the records were rejected from your June SAR data submission, you should correct the records and include them on your SVR tape as "SVR Adds" (record type 6), or send the hard-copy SARs, properly completed, with your Student Validation Roster.

2. Adjust Item 21B, "SARs Previously Submitted," on the pre-printed Progress Report to reflect only the total number of records accepted by our system, if this adjustment has not already been made at ED. If you fail to do this, any corrected records you send to us will be counted twice. This will delay processing of your next Progress Report and the reconciliation of your institution's Pell Grant account at the end of the award year.

Progress Report (if submitted). If the tape is unacceptable, we will return it to you for correction, and we will hold the Progress Report (if included) until you send us a corrected tape on the hard-copy SVR (and SARs for students who do not appear on the SVR), properly completed.

After we process the SVR tape, using the data edits shown in Appendix G, we return it to you with a set of output reports, which contain information about the processing of any new SAR records added from your SVR tape. These reports include counts of the accepted and rejected SVR updates, as well as SVR adds. We also send you a hard-copy SVR. If all required reconciliation between your Progress Report and student data has been achieved, this will be a FINAL Student Validation Roster for the award year; otherwise you must resolve any remaining inconsistencies manually and return this SVR to us for final processing, along with hard-copy SARs, properly completed, for eligible students who received Pell Grant funds at your institution but who are missing from this roster.

ASSISTANT SECRETARY
FOR POSTSECONDARY EDUCATION
OFFICE OF STUDENT FINANCIAL ASSISTANCEPell Grant Recipient Data Exchange Agreement(Agreement Regarding Institutional Participation in the
Pell Grant Recipient Data Exchange Process)_____
Name of Institution_____
Pell Inst. No._____
Street_____
Entity Number_____
City_____
State_____
Zip Code

_____, hereafter referred to as
(Name and location of institution)
the institution, hereby agrees to comply with all applicable provisions pursuant to Part A, Subpart 1 of Title IV of the Higher Education Act of 1976, as amended (20 U.S.C. 1070a), the regulations promulgated thereunder (34 CFR, Part 690), and such policy statements as may from time-to-time be promulgated by the U.S. Department of Education regarding the administration of the Pell Grant Program, as those provisions apply to participation in (check one):

- ☐ 1. Student Aid Report and Student Validation Roster
Recipient Data Exchange;
☐ 2. Student Aid Report Recipient Data Exchange;
☐ 3. Student Validation Roster Recipient Data Exchange

The institution intends to submit data in the following form (check one): ☐ magnetic tape; ☐ punched card. The institution agrees to maintain SAR documents for which it submits data for five years beyond the end of the award year for which the SAR is applicable (retention on microfilm or microfiche is acceptable). The completion of Section 3 of the SAR is not required, provided that the institution maintains all information otherwise collected in Section 3 in an acceptable hard-copy (or microfilm or microfiche) form for each Pell Grant recipient.

Signature of Authorized
Institutional Official_____
Signature of Institutional
Recipient Data Exchange Contact_____
Name_____
Date_____
Name_____
Date_____
Title_____
Title()

Telephone()

Telephone

Return to: Systems Support Section
Pell Grant Branch
Division of Program Operations, OSFA
U.S. Department of Education
Room 4651, ROB-3
400 Maryland Avenue, S.W.
Washington, DC 20202
Attention: Recipient Data Exchange

This agreement covers the following branch campuses of the institution.

	<u>Name and Address</u>	<u>Pell Institution No.</u>	<u>Entity Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

1982-83 Student Aid Report (formerly SER)

Federal Student Aid Programs

SAL: 286-

1 COMMENTS

WE PROCESSED YOUR FORM ON 03-28-82.

This report is in response to the form you submitted to FSAP.

208

The Financial Aid Administrator at your school will ask you to give a statement that your parents did not file a 1981 U.S. Income Tax Return before paying you a Pell Grant.

150

In processing your application, we assumed that your parents did not and will not file a 1981 U.S. Income Tax Return. If this is not correct, review Boxes 20, 21, 22, 23, 24 and 25. Information from the 1981 tax return should appear there if a tax return is filed.

348

You left the release of financial information to state agency and college blank. We are unable to send your complete financial information to your state agency or college. While this does not affect your eligibility for a Pell Grant, your state agency or college may need this information to consider you for other aid.

If you would like to release your complete financial information to your state agency and/or college, write yes in box 52 and/or 53, sign the Certification and return this report.

010

We had to make assumptions to figure out your aid index. The assumptions we made are listed below. If the assumptions are correct, follow the directions on the enclosed instruction sheet.

If the assumptions are incorrect, you cannot use this report to get a Pell Grant or other financial aid. Make the appropriate corrections, sign the Certification and send it to:

Pell Grants
P.O. Box 92440
Los Angeles, California 90009

063

We assumed you did (or will) live with your parent(s) for more than six weeks in 1981 or 1982.

020

We assumed your parent(s) did (or will) claim you as a U.S. Income Tax exemption in 1981 or 1982.

021

TURN FORM OVER FOR ADDITIONAL COMMENTS.

387

CERTIFICATION

If you have added or changed any information on this form, sign this certification and send it back to the Federal Student Aid Programs Processor.

I assure I agree to give proof that the information on this report is correct. I understand that this proof may be a copy of my U.S. Income Tax return. All the information on this SAR is true and complete to the best of my knowledge.

If you purposely give false or misleading information on your SAR you may get a \$10,000 fine or a prison sentence or both.

Student

Source

Parent

Date

11 11 11

NE 129 ED 005140380 E 1 2
AF EF FS ME SE DI
11000 11000 3500 0 0 1100 12

2

This is the information you gave us. Please read the comments in the head column to see if you need to correct or add any information.

A. Student's Information

1. Student's Last Name HARRIS	2. First Name RICHARD	3. A.
4. Social Security Number 705-01-0015	5. Date of Birth 09-28-53	6. S
7. Citizenship U.S. CITIZEN	8. Year in College 1ST	9. B
10. Marital Status	11. No. of Student's Dependents	

B. Student's Status

12. Student lives with parents for more than six weeks in 1981?	1981?
13. Parents claim student as an income tax exemption in 1981?	1981?
14. Student receives more than \$750 support from parents in 1981?	1981?

C. Household Information of Parents

15. Marital Status MARRIED	16. State COA	17.
18. Household Size 08	19. Number in College	

D. 1981 Income & Expense Information of Parents

20. Tax Figures Are	21. Exemptions Claimed	22. Income from Form 1040
23. U.S. Income Tax Paid	24. State and local income taxes paid	25. D.
26. Income earned by FATHER	27. Income earned by MOTHER	
28. Social Security 9000	29. AFDC/ADC 0	30. All Other Income and Benefits 2000
31. E.		
32. Elom Jr. HS HS Tuition Pd 0	33. Total Income Expected in 1982 10000A	34. Student's & Spouse's 1981 Income 6000

E. Asset Information of Parents

36. Cash/Savings/Checking 200	37. Value 0	HOME 38
39. REAL ESTATE/INVESTMENTS 40. Debt 0	41. Value 0	BUSINESS/FA 42.

F. Student's (& Spouse's) Expected Income for 1982

43. STUDENT'S TAXABLE INCOME Summer 0	44. School Year 0	45. SPOUSE'S TAXABLE Summer 0	46.
47. SOCIAL SECURITY BENEFITS Monthly Amt 0A	48. Months 00L	49. A. EDUC. BEN Monthly Amt 0L	50
51. Other Expected Income and Benefits (including Spouse's)			

G. Other Information and Signatures

52. State SC	DATA RELEASED TO College	54. Student YES	SIGNED BY 55.
56. Date Signed 01-28-82	This information does not affect your Student but your school may want it. Do not correct in the boxes unless your financial aid officer tells you to do so.		

NE 129 ED 005140380 E 1 2
AF EF FS ME SE DI
11000 11000 3500 0 0 1100 12

NOTE: This sample contains confidential information for illustrative purposes only. Actual SAR information is subject to the Family Educational Rights and Privacy Act (34 CFR, Part 99).

COLLEGES LISTED ON APPLICATION

1. College UNIVERSITY OF SO FLORIDA

City TAMPA State

2. College

City State

Do not correct or add information to the above boxes unless the Administrator tells you to do so, even if you are attending the college listed above. If you are eligible, you may receive a Pell Grant at the college, even if the name of that college does not appear on this list.

RICHARD HARRIS

43 3 OF 3

INDICATE ADDRESS CHANGE HERE

CORTEZ

CA 25000

Street

City

State

COMMENTS (Cont.)

We assumed you did (or will) receive assistance worth more than \$750 from your parent(s) in 1981 or 1982.

022

If the information in Section 2 is correct, you are eligible to receive a Pell Grant in 1982-83. Submit all three copies of this report to the Financial Aid Office at your school now. They will compare information in Section 2 to the information on the tax return or other documents you have submitted. If the information is correct and you meet all other eligibility requirements, they will calculate your grant based on your Aid Index of 286. The actual amount of your award will also depend on the cost of education at your school and whether you go to school for a full academic year on a full-time basis. If you receive Social Security or Veteran's Benefits, this will reduce your Pell Grant. NOTE: You must meet all eligibility requirements to receive your Pell Grant payment.

STATEMENT OF EDUCATIONAL PURPOSE

(Sign and return to your school):

I affirm that I will use any money I receive under the Pell Grant, SEOG, College Work-Study, National Direct Student Loan or Guaranteed Student Loan programs solely for expenses related to attendance at:

(name of institution)

Signature: Date:

388

3

OFFICIAL SAR

School Use Only

70501001

- Cost of Attendance (Dollars only) \$
- Student Aid Index 286
- Scheduled Pell Grant (Dollars only) \$
- Expected Disbursement (Dollars and cents) \$
- Dates Enrolled Month — Day —
- Pell Institution No. (if campus student attends)
- Semester, Tri-semester, Quarter or other term-based Institutions only Enrollment Status Full ☐ 1
- Clock-hour and non-term Institutions only Percentage of hours 50% ☐ 6 or less 80% ☐ 9
- Student's Social Security Benefits \$ 0
- Student's Veteran's Benefits \$ 0

SCHOOL: I certify that payments are made according to the Pell Grant Program, instructions in the Student Financial Aid 1982-83 payment schedule. I understand that my payments not made in accordance with these documents.

Any person who knowingly makes false statements on this form may be subject to a \$10,000 fine, a prison term of up to 5 years, or both, under the provisions of the U.S. Criminal Code (20 USC 1070A).

Signed by

School Name

City

Name A B C D E F G H I J K L M field

52 N O P Q R S T U V W X Y Z

SCHO



1982-83 Recipient Data Exchange Transmittal Form

1. Date: _____
2. Pell Inst. No.: _____
3. Institution Name: _____
4. Address: _____

5. Medium: _____ Tape _____ Card deck
6. Type of Data: _____ SAR _____ SVR
7. Number of Data Detail Records: _____
8. Tape Identifying Information (Complete only if submission is in tape form)
- Tracks = 9 Record Length = 80 Blocking Factor = 50 Code = EBCDIC
- Density (check one): Internal Labels (check one):
- _____ 800 BPI _____ IBM-Compatible Standard OS/VS
- _____ 1600 BPI _____ Other; specify _____
- _____ 6250 BPI _____ None (unlabeled)

Enter the Data Set Name below only if the tape has internal labels. The Data Set Name must be in the format BGP.BG3.TAPEX.Ynnnnn where nnnnn = last five digits of Pell Inst. No.

Data Set Name: _____

Tape Volume Serial Number: _____

9. Send Error Tape: _____ Yes _____ No

WARNING: Data will not be processed without a copy of this form (properly completed and signed), a Progress Report (three ED copies), and a dump which shows (a) the internal tape labels (if any), (b) the data header record, (c) the first ten data detail records, and (d) the trailer record.

10. Official Responsible for Accompanying Progress Report

Signature: _____

Name: _____

Title: _____

Telephone: _____

11. Authorized Recipient Data Exchange Contact

Signature: _____

Name: _____

Title: _____

Telephone: _____

NOTE: Pell Grant Recipient Data Exchange submissions must be sent to the following address:

APPENDIX C (Cont.)

1982-83 RECIPIENT DATA EXCHANGE SUBMISSION CHECKLIST

Instructions: Use this checklist to verify that each item required for Recipient Data Exchange submission has been included.

- ☐ 1. Externally labeled Recipient Data
 - ☐ a. SAR tape, OR
 - ☐ b. SAR deck, OR
 - ☐ c. SVR tape.
- ☐ 2. Progress Report (all three ED copies) - properly completed and signed
- ☐ 3. Transmittal form (completed and signed)
- ☐ 4. Dump of tape (or deck), which shows:
 - ☐ a. The internal tape labels, if any
 - ☐ b. The data header record
 - ☐ c. The first ten data detail records
 - ☐ d. The data trailer record
- ☐ 5. SVR Tapes only: Section II of the hard-copy SVR Validation Roster, properly completed and signed

Appendix D

Sample External Labels for Recipient Data

Data Tapes

PELL GRANTS	
RECIPIENT DATA EXCHANGE	
INST. NAME:	_____
PELL INST. NO.:	_____
DATA TYPE:	_____ SAR _____ SVR
VOLSER #:	_____
DSN:	_____
DENSITY:	_____ LABELS: ____ YES ____ NO

Data Decks

PELL GRANTS	
RECIPIENT DATA EXCHANGE	
SAR DATA DECK	
INST. NAME:	_____
PELL INST. NO.:	_____

1

EBCDIC

F

Code

9

800, 1600, or 6250
BPI

Internal Labels IBM-Compatible Standard

Data Set Name BCP.BG3.TAPEX.Vnnnnn

where nnnnn = last 5 digits
of Pell Institution Number

[illegible]

Validation Criteria

Field/Source	Positions	Length	Edit Criteria	Validation Criteria
The SAR Header Record, the following data is required:				
1	1	1	Numeric	Must be '1'
2-7	6	6	Numeric	Must be a valid Pell Institution Number for a participating Independent or Central Campus on the Pell Grant institution file.
8-19	12	12	Alphanumeric	Must be a valid EN for a participating Independent or Central Campus on the Pell Grant institution file.
20-25	6	6	Numeric	MM-01 through 12; DD-01 through 31; Valid year ≥ 82
26	1	1	Numeric	Must equal '1', '2', '3', '4', or '5'
27-28	2	2	Numeric	October = '1' February = '2' June = '3' Ad Hoc = '4' Revised June = '5'
29-30	2	2	Numeric	Must be '83'

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Date of Tape Preparation</u> MMDDYY format	29-34	6	Numeric	MM-01 through 12; DD-01 through 31; Valid year $\geq$ 82
<u>Institutional Official's Signature</u> Indicator Value '1' means that each record has been certified by an authorized school official according to the Certification which appears on the SAR.	35	1	Numeric	Must be equal to '1' (See SAR Section 3 institutional certification)
Filler	36-80	45	Blank	
B. In the SAR Detail Record, the following data are required:				
<u>Record Type</u> Constant of '2'	1	1	Numeric	Must be '2' Taken in combination, must uniquely identify an eligible student on the Pell Grant Application File.
<u>SAR Record ID*</u> . This ID consists of the three fields defined in positions 2-14.				
Social Security Number as reported by the student on the original application to the Federal Student Aid Application System; or the Federal Student Aid Identification Number assigned in Application processing.	2-10	9	Alphanumeric	If SSN is not available on the original Application, a Federal Student Aid Identification Number is assigned by the Application Processing System and is retained in the official SAR Record ID for the remainder of the processing year. Position 2 - Numeric or dash (-) Position 3-10 - Must be

Appendix E (Continued)

Institution SAR Data Record Formats, Data Editing and Validation Criteria

on/Source	Positions	Length	Edit Criteria	Validation Criteria
etters of student's last reported on the original on to the Federal Student Aid on System.	11-12	2	Alphanumeric	
on Number, as sequentially by the Federal Student Aid on System.	13-14	2	Numeric	Must be numeric and greater than zero. Must be consistent with the transaction number from the SAR accepted for payment.
ttendance. This figure must ated by the school for each following the Pell Grant regu- (See the SFA Handbook and ell Grant Payment Schedule.)	15-19	5	Numeric, Unsigned	Dollars only. Must equal or exceed minimum cost of education in Pell Grant Payment Schedule.
id Index. m Section 3 of the SAR.	20-24	5	Numeric, Unsigned	Must be less than 01601. Use leading zeroes.

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
Scheduled Pell Grant. This figure is taken from the Full-time Pell Grant Payment Schedule issued each award year. For every student, regardless of whether attending full or part-time, or whether the student receives SSA or VA educational benefits, the Scheduled Pell Grant is determined by matching Cost of Attendance and Student Aid Index on the Full-time Payment Schedule Table.	25-29	5	Numeric, Unsigned	Dollars only. Must match the appropriate value for the reported combination of Cost Attendance and Student Aid Index as determined by the current year's Pell Grant Full-time Payment Schedule. Please note that the only correct value for this data element for any student is the full-time award. Two students with the same Cost of Attendance and Student Aid Index have the same Scheduled Pell Grant even if one is enrolled only part-time or if one has SSA or VA educational benefits. All necessary reductions in the Scheduled Pell Grant for disbursement purposes must be reflected in the Expected Disbursement field, rather than an alteration of the correct Scheduled Pell Grant reported here.

Appendix E (Continued)

Institution SAR Data Record Formats, Data Editing and Validation Criteria

Field/Source	Positions	Length	Edit Criteria	Validation Criteria
Disbursement. If a student is enrolled full-time in all academic year and will not receive Social Security educational or veteran's educational disbursement, the Expected Disbursement is the Scheduled Pell Grant. If there are a number of years where the Expected Disbursement may need to be reduced level of the Scheduled Pell Grant. These conditions are:	30-36	7	Numeric, Unsigned	Dollars and cents. Must not exceed Scheduled Pell Grant. If Term Type equals '2', '3', or '4', must not exceed the appropriate value for the reported combination of Cost of Attendance and Student Aid Index as shown on the Pell Grant Payment Schedule for full-time students or the appropriate Disbursement Schedule for part-time students.
student's full-time course of study is less than a full academic year in length; or				If Term Type equals '1' or '5', must not exceed the appropriate value for the reported combination of Cost of Attendance and Student Aid Index, prorated according to the percentage of hours expected to complete.
student is enrolled for less than a full academic year (e.g., first semester only); or				If Social Security educational benefits and or veteran's educational benefits as reported (in positions 71-75 and 76-80, respectively) are greater than
student is enrolled on less than a full-time basis; or				
student will receive Social Security educational benefits or				

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Date Enrolled in this Award Year</u> (MMDDYY)	37-42	6	Numeric	MM-01 through 12; DD-01 through 31; Year 82 or 83 Date should not be less than 07-01-82 nor greater than 06-30-83 unless stu- dent's course overlaps two award periods, e.g., summer school students. If the student is expected to complete a payment period which is considered to be within the 1982-83 award year, but which occurs in two award years, this date is the first day of enroll- ment within the 1982-83 award year and may be less than 07-01-82 or greater than 06-30-83.
<u>Pell Institution Number of the campus</u> <u>the student attends. If the student</u> <u>attends a branch campus of your cen-</u> <u>tral administrative office, the Pell</u> <u>Institution Number for the campus the</u> <u>student is attending; in all other</u> <u>cases, the Pell Institution Number is</u> <u>the same six-digit number that appears</u> <u>on your Pell Grant Authorization Let-</u> <u>ter and Progress Report.</u>	43-48	6	Numeric	Must be valid Pell Institu- tion Number. Must be a valid branch campus Pell Institution Number of the school and listed on the school's Program Participa- tion Agreement if not equal to number reported in header record (pos. 2-7).

Institution SAR Data Record Formats, Data Editing and Validation Criteria

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
--------------------	-----------	--------	---------------	---------------------

Enrollment Status/Percentage of Hours Completed Code.

49 1 Numeric

a. Institutions which use quarter, semester, trimester, or other standard academic terms and which measure progress by credit hours must provide the code that applies to the student's enrollment status. This corresponds to Item 7 in Section 3 of the SAR.

Must be equal to '1', '2', '3' or '4' where Term Type (Position 70) is equal to '2', '3' or '4'. Must be the code that applies to the student's enrollment status, as shown:

Enrollment Status	Code
Full-time	1
1/2 time	2
3/4 time	3
OTHER (mixed status)	4

b. Institutions which do not use quarter, semester, trimester, or other standard academic terms and which measure progress by credit hours or units, AND institutions which measure progress by clock hours, must provide the code that applies to the percentage of hours the student is expected to complete. This corresponds to Item 8 in Section 3 of the SAR. The percentage is calculated by dividing the number of hours the student is expected to complete in the award year by the number of hours in the academic year.

Must be equal to '5', '6', '7', '8', '9', or '1' where term type (Position 70) is equal to '1' or '5'. Must be the code that applies to the percentage of hours expected to complete as shown below. If the calculated percentage is not shown on this table, must be the code that represents the closest higher percentage.

Percentage of Hours Expected to Complete	Code
50% or less	5
60%	6

of Educational Purpose Indicator. Value '1' means student signed a Statement of al Purpose and that this doc- on file at the institution.

Data Validation Status Code. is taken from Section 3 of If an asterisk appears next student Aid Index, the student ted for validation. Enter

erisk does not appear next to ent Aid Index, the student was ted for validation. Leave

on Student ID/SSN Cross- . This is an optional field. ent's actual Social Security Student ID is different in tion files than the one in the official SAR Record hool Social Security Number t ID can be supplied in this

of this field, however, in lieves the student of the ility of correcting an erro- ial Security Number in the tudent Aid Application Pro- system. This field is not identification purposes in ED R processing.

50	1	Numeric	Must be equal to '1'.
51	1	Blank or Alpha-numeric	Must equal '*' or blank. '*' = student was selected for validation Blank = student was not selected for vali- dation.
52-59	8	Blank	
60-68	9	None	None. This field can con- tain any cross-reference information useful to the institution in identifying student records internally. It will be reported back on error reports and tapes. It will <u>not</u> be retained in ED files.

Appendix E (Continued)

Institution SAR Data Record Formats, Data Editing and Validation Criteria

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Term Type.</u> This is the type of academic term which your institution uses for the student. It determines which calculation is applied to establish a reasonable ceiling on Expected and Actual Disbursement.	70	1	Numeric	Must be equal to '1', '2', '3', '4', or '5'. Must be the code that applies to the student's academic term, as shown:
			<u>Term Type</u> Institution does NOT use standard academic terms; measures progress by <u>credit hours or units.</u> Institution uses quarters; measures progress by <u>credit hours.</u> Institution uses <u>semesters; measures progress by credit hours.</u> Institution uses <u>trimesters; measures progress by credit hours.</u> Institution measures progress by <u>clock-hours.</u> Must be consistent with Enrollment Status/Percentage of Hours Completed Code (Position 49).	

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Term Type (Continued)</u>				If blank or invalid, the term type as reported on the latest Progress Report in ED files will automatically be entered in the student's record. Semester (cc3) will be entered in the student's record if term type has been omitted on the SAR record and the Progress Report.
<u>Student's Social Security Educational Benefits</u>	71-75	5	Numeric, Unsigned	Dollars only. Must include only the total amount of Social Security educational benefits the student has received and/or will receive from July 1, 1982, to June 30, 1983, because (s)he is STUDENT.
				If the student has no Social Security educational benefits, this field must be zero-filled (not blank).
				Must be consistent with any other information available at the institution regarding the student's Social Security educational benefits. If this amount differs from the amount printed on line 9 of Section 3 of the hard copy SAR submitted by the student, the institution must have appropriate documentation.

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Student's Veteran's Educational Benefits</u>	76-80	5	Numeric, Unsigned	Dollars only. Must include the veteran's educational benefits paid or expected to be paid to the student under Chapters 34 and 35 of Title 38 of the United States Code (G.I. Bill and Dependents Educational Assistance Programs) for the entire 1982-83 award year.

If the student has no veteran's educational benefits, this field must be zero-filled (not blank).

Must be consistent with any other information available at the institution regarding the student's veteran's educational benefits. If the amount differs from the amount printed on Line 10 of Section 3 of the hardcopy SAR submitted by the student, the institution must have appropriate documentation on file to support the amount reported on the SAR tape in this field. Also refer to the 1982-83 Payment Schedule.

C. In the SAR Trailer Record, the following data are required:

Record Type Constant of '3'	1	1	Numeric	Must be '3'
--------------------------------	---	---	---------	-------------

Total number of SARs on the tape (or
Must equal the number of SARs

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
Total amount of Expected Disbursement on the tape (or deck), including cents.	8-18	11	Numeric, Unsigned	Must be equal to the total dollar amount of Expected Disbursements, including cents, accumu- lated by the Pell Grant computer program for the SARS on the tape (or deck).
Filler	19-80	62	Blank	

The SAR Record ID appears in Section 3 of the SAR in the line "School Use Only" (see Appendix B). This identifier uniquely identifies the student award data to a particular physical document and application processing information from which the document was generated. You should retain the full thirteen character SAR Record ID for each student in your Pell Grant recipient data base.

The SAR Record ID consists of:

1. the Social Security Number, if any, entered by the student on the original application, or the Federal Student Aid Identification Number (a dash followed by eight digits) assigned by the Federal Student Aid Application Processing system if the student did not provide a Social Security Number.
2. the first two letters of the student's last name, as entered on the original application.
3. the Transaction Number. The first Student Aid Report generated will show Transaction Number 01. Subsequent updates to the student's application data, as reflected on revised SARs, carry consecutively assigned transaction numbers; i.e., 02 for the first correction, 03 for the second, etc.

The SSN and name fields of the SAR Record ID remain constant throughout the processing year to maintain file-match and transaction number integrity.

* * * * * WARNING * * * * *

YOU MUST USE THE SAR RECORD ID AS PRINTED ON THE SAR IN POSITIONS 2-14 OF THE DATA DETAIL RECORD. FAILURE TO DO SO WILL CAUSE THE RECORD TO BE REJECTED.

* * * * *

Changes to student name or Social Security Number made throughout the processing year DO NOT AFFECT THE SSN AND NAME FIELDS OF THE SAR RECORD ID. Such changes are automatically detected in ED processing when the corresponding SAR data record is submitted on the Recipient Data Exchange tape. For the majority of students, the SSN and name fields of the SAR Record ID are identical to the information printed in Section 2 of the SAR (Items 1 and 4). If changes in SSN or name occur, or an assigned Federal Student Identification Number is replaced by a Social Security Number, the SSN and/or name fields of the SAR Record ID will differ from the information in Section 2 of the SAR.

If the Social Security Number and/or name information appearing in Section 2 of the SAR (Items 1 and 4) are incorrect, the student must submit corrections to the Federal Student Aid Application Processing System.

The 1982-83 Federal Student Aid Applicant Roster tapes (both abbreviated data and full data) contain the original SSN/assigned Federal Student Aid Identification Number and name code, as well as the current SSN/assigned Federal Student Aid Identification Number and full student name as reported to the Federal Student Aid Application Processing System. For your convenience, the location of the SAR Record ID to use in sending recipient data to ED is cross-referenced to its location in the Federal Student Aid Applicant Roster tapes in the Data Comparison Chart in Appendix I.

1000

Data Set Name BGP.BG3.SVRTAPE

Recipient Data Exchange

RECORD LAYOUT			
FILE TITLE/ID	Data flow: From ED to institution (end-of-year)		
ED Student Validation Roster (SVR) Tape	RECORD LENGTH (Maximum if variable)	BLOCKING FACTOR	RECORD TYPE (F) Fixed, (V) Variable, (U) Undefined (F) F3 year
MEDIUM (C) Card, (T) Tape, (O) Disk, or specify (T) Tape	120	50	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85</
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	------

The diagram illustrates the structure of a SAR record ID. It consists of a vertical rectangle divided into two parts. The top part is labeled "MULTIPLE RECORD ID." and the bottom part is labeled "FILLER". A double-headed arrow is drawn across the "FILLER" section, indicating its height.

1	7	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

Appendix F (Continued)

ED STUDENT VALIDATION ROSTER TAPE DESCRIPTION

In the ED SVR Record, the following data are provided:

Description/Source	Positions	Length	Type
Institutional Official's Signature Indicator	1	1	As contained in ED records
SAR RECORD ID	2-14	13	As provided on SAR tape (or SAR
Cost of Attendance	15-19	5	Numeric, unsigned (dollars only)
Student Aid Index	20-24	5	Numeric, unsigned
Scheduled Pell Grant	25-29	5	Numeric, unsigned (dollars only)
Expected Disbursement	30-36	7	Numeric, unsigned (dollars and cen
Date Enrolled	37-42	6	Numeric (MMDDYY
Pell Institution No. of the campus the student attends	43-48	6	Numeric
Enrollment Status Percent- age of Hours Completed Code	49	1	Numeric
Statement of Educational Purpose Signature Indicator	50	1	Numeric
Applicant Data Validation Status Code	51	1	Blank or Alphanu
ED use only	52-59	9	Blank
Current Social Security Number (per ED records)	60-68	9	Numeric
Recipient Record Identifier	69	1	As assigned at E
Term Type	70	1	As contained in records.
Student's Social Security	71-75	5	Numeric, unsigned

ED STUDENT VALIDATION ROSTER TAPE DESCRIPTION

Description/Source	Positions	Length	Type
Student's Name	81-106	26	Alphanumeric
Roller	107-119	13	Blank
Multiple Record Indicator	120	1	Blank or 'M'. 'M' corresponds to the message 'Multiple Entry' on the hard copy Roster.

Appendix G (Continued)

Institution SVR Data Record Formats, Data Editing and Validation Criteria

Option/Source	Positions	Length	Edit Criteria	Validation Criteria
In the SVR Header Record, the following data is required:				
Record Type Constant of '4'	1	1	Numeric	Must be '4'
Pell Institution Number of Central Reporting Institution. Provided on Pell Grant Authorization Letter.	2-7	6	Numeric	Must be a valid Pell Institution Number for participating independent or Central Campus on the Pell Grant Institution file.
Entity Number of Central Reporting Institution. Provided on Pell Grant Institution Authorization Letter.	8-19	12	Alphanumeric	Must be a valid EN for a participating independent or Central Campus on the Pell Grant Institution file.
Ending Date of Period Covered by the Progress Report which accompanied the SVR tape. MDDYY format. Obtained from Item 11 of the Progress Report. Insert date of tape preparation if no Progress Report is submitted.	20-25	6	Numeric	MM-01 through 12; DD-01 through 31; Valid year > 82
Type of Progress Report which accompanied the SVR tape. Line = '3'	26	1	Numeric	Must equal '3' or '5'

Option/Source	Positions	Length	Edit Criteria	Validation Criteria
ate of Tape Preparation MDDYY format	29-34	6	Numeric	MM-01 through 12; DD-01 through 31; Valid year > 82
stitutional Official's Signature indicator. Value '1' means that ach record has been certified by an authorized school official according o the Certification which appears n the SAR.	35	1	Numeric	Must be equal to '1' (See SAR Section 3 institutional certification).
iller	36-80	45	Blank	
SVR detail record, one of two formats is required. The first format is used to update records provided on SVR tape; the second format is used to add records for students omitted from the ED SVR tape.				
SVR Detail Format 1 - SVR Updates				
Record Type onstant of '5'	1	1	Numeric	Must be '5'
AR Record ID	2-14	13	As provided on ED SVR tape	Must match existing ED record.
ost of Attendance eave blank unless a correction s being supplied. See SAR ata instructions.	15-19	5	Blank or Numeric, Unsigned	Dollars only. See SAR validation criteria.
iller	20-24	5	Blank	
cheduled Pell Grant eave blank unless a correction s being supplied. See SAR ta instructions	25-29	5	Blank or Numeric, Unsigned	Dollars only. See SAR validation criteria.

Appendix G (Continued)

Institution SVR Data Record Formats, Data Editing and Validation Criteria

cription/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Expected Disbursement</u> Leave blank unless a correction is being supplied. See SAR data instructions.	30-36	7	Blank or Numeric, Unsigned	Dollars and cents. See SAR validation criteria
<u>Date Enrolled in this Award Year</u> Leave blank unless correction is being supplied. See SAR data instructions.	37-42	6	Blank or Numeric	See SAR validation crit
<u>Pell Institution Number of the campus the student is attending.</u> Leave blank unless a correction is being supplied. See SAR data instructions.	43-48	6	Blank or Numeric	See SAR validation crit
<u>Enrollment SAR Status/Percentage Of Hours Completed Code.</u> Leave blank unless correction is being supplied. See SAR data instructions.	49	1	Blank or Numeric	See SAR validation crit
<u>Statement of Educational Purpose Signature Indicator.</u> Value of '1' means that the student signed a Statement of Educational Purpose and that this document is on file at the institution.	50	1	Numeric	Must be equal to '1'

n/Source	Positions	Length	Edit Criteria	Validation Criteria
1 disbursement. This is the actual award ed for the entire award d, less any refunds returned e student.	53-59	7	Numeric, Unsigned; or left-justified 'RNP'; or left- justified 'NR'	Dollars and cents if numeric. If you determine that you submitted a SAR record for a student who registered at your institution but who was never paid any Pell Grant funds, 'RNP' (left-justified) should be entered in positions 53-59. This indicates Registered - Not Paid. You should not have submitted a SAR record for a student who registered but who was not paid NOTE: If a student record supplied on the ED SVR tape cannot be matched to the institution's Pell Grant recipient data base, an 'NR' (left-justified) should be entered in positions 53-59. This indicates No Record, i.e., no SAR record was submitted to ED by your institution for

Appendix G (Continued)

Institution SVR Data Record Formats, Data Editing and Validation Criteria

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
				this student. Records an assigned Federal Student Aid Identification Number (dash followed by eight digits) should not be arbitrarily listed as NR since they may be carried in institution's files under an actual Social Security Number. Before listing record with a Federal Student Aid Identification Number as 'NR', the corrected Social Security number provided by the student to the Federal Student Application processing system should be checked to the institution's file. This number is listed under "Social Security Number" the roster. It is also provided in positions 6 in the ED SVR tape. If corrected Social Security Number matches a student record in the institution's file, process the record usual. The SAR Record

Position/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Institution Student ID/SSN</u> <u>loss-reference</u> See SAR data instructions.	60-68	9	None	See SAR validation criteria.
<u>Recipient Record Identifier</u>	69	1	As provided on ED SVR tape	Must match ED record identifier. This field must be returned exactly as provided on the ED SVR tape. It permits unique identification of student record with otherwise identical SAR Record IDs, e.g., a transfer student reported by your institution and another school; or an additional SAR record supplied by your institution for the same student. This same field appears as the last (14th) digit under the heading 'ED USE ONLY-SAR RECORD ID' in Section I of the hard-copy Student Validation Roster.
<u>Form Type.</u> Leave blank unless a correction is being supplied. See data instructions.	70	1	Blank or Numeric	Must be '1', '2', '3', '4' or '5', if present. See SAR validation criteria.
<u>Student's Social Security Educational Benefits.</u> Leave blank unless correction is being supplied. See SAR data instructions.	71-75	5	Numeric, unsigned	See SAR validation criteria.

Appendix G (Continued)

Institution SVR Data Record Formats, Data Editing and Validation Criteria

Field/Source	Positions	Length	Edit Criteria	Validation Criteria
Student's Veteran's Educational Benefits. Leave blank unless a correction is being supplied. See SAR data instructions.	76-80	5	Numeric, unsigned	See SAR validation criteria
SVR Detail Format 2 - SVR adds:				
Record Type Constant of '6'	1	1	Numeric	Must be '6'
Student identifier and award data	2-52	51	Same as positions 2-52 of SAR detail record (record type 2)	See SAR validation criteria
Actual Disbursement. This figure is the actual award received by the student for the entire award period, less any refunds returned by the student.	53-59	7	Numeric, Unsigned	Dollars and cents.
Institution Student ID/SSN cross-reference, term type, and SSA/VA educational benefit data.	60-80	21	Same as positions 60-80 of SAR detail record (record type 2)	See SAR validation criteria

In the SVR Trailer Record, the following data is required:

Institution SVR Data Record Formats, Data Editing and Validation Criteria

Option/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Total Number of SVR Add Records on Tape. Record type 6 count.</u> Should be computer generated.	8-13	6	Numeric, Unsigned	Must equal the number of SVR detail records (Type read by Pell Grant computer program.
<u>Total Amount of Actual Disbursement on the Tape, including cents.</u> Should be computer generated.	14-24	11	Numeric, Unsigned	Must be equal to the total dollar amount of Actual Disbursement, including cents, accumulated by the Pell Grant computer program.
Filler	25-80	56	Blank	

APPENDIX H

PROCESSING OUTPUT SAMPLES

	<u>PAGE</u>
Patient Data Exchange Preprocessor Control Report	H-2
Patient Data Exchange Error Report	H-3
Non-Eligible Applicant File Match Discrepancy Report	H-4
Patient Data Exchange Summary	H-5
Patient Data Exchange History Update and Edit Error Report	H-6
Error Tape Record Format	H-7

RT DATE: 11/05/82

RECIPIENT DATA EXCHANGE PREPROCESSOR CONTROL REPORT

TIME

INSTITUTION NAME:

INSTITUTION ID: 11111

INSTITUTION ENTITY NUMBER: 111111111A2

RUN CYCLE: 002

SAMPLE SCHOOL ONE*****
AS REPORTED:*****
PROGRESS REPORT SUBMISSION DATE: 10/29*****
PROGRESS REPORT TYPE: OCT.*****
AWARD YEAR CLOSING: 83*****
TAPE PREPARATION DATE: 11/01

RECORD CONTROL COUNTS - PREPROCESSING ONLY

TOTAL AMOUNT OF EXPECTED DISBURSEMENTS REPORTED	13,413.00
TOTAL AMOUNT OF EXPECTED DISBURSEMENTS CALCULATED	16,967.00
TOTAL AMOUNT OF EXPECTED DISBURSEMENTS ACCEPTED	16,427.00
TOTAL AMOUNT OF EXPECTED DISBURSEMENTS REJECTED	540.00

# OF DETAIL RECORDS REPORTED:	29
# OF DETAIL RECORDS READ:	35
# OF DETAIL RECORDS ACCEPTED:	33
# OF DETAIL RECORDS REJECTED:	2

PRINT DATE - 11/05/82

RECIPIENT DATA EXCHANGE SUMMARY

TIME

 INSTITUTION NAME: SAMPLE SCHOOL ONF
 INSTITUTION ID: 111111
 INSTITUTION ENTITY NUMBER: 111111111A2
 RUN CYCLE: 002
 APPROVED APPLICANT FILE UPDATED ON 11/01/82

 AS REPORTED:
 PROGRESS REPORT SUBMISSION DATE: 10/29/83
 PROGRESS REPORT TYPE: OCT.
 AWARD YEAR CLOSING: 83
 TAPE PREPARATION DATE: 11/01/82

SARS/SVR ADDS

RECORD(S)/DISBURSEMENT AMOUNT(S) REPORTED IN DATA TRAILER	29	\$13,413.00
RECORD(S)/DISBURSEMENT AMOUNT(S) ACTUALLY READ	35	\$16,967.00
RECORD(S)/DISBURSEMENT AMOUNT(S) REJECTED	8	\$2,061.00
RECORD(S)/DISBURSEMENT AMOUNT(S) ACCEPTED	18	\$7,951.00
RECORD(S) ACCEPTED WITH ASSUMPTIONS/DISBURSEMENT AMOUNT VARIANCE	4	\$3,014.00

SAR INDIVIDUAL EDIT ERROR FREQUENCIES

01 INVALID SOCIAL SECURITY NUMBER	2
02 INVALID NAME CODE	0
03 INVALID TRANSACTION NUMBER	1
04 NO RECORD WITH THIS ID ON DISBURSEMENT HISTORY	0
06 COST OF ATTENDANCE OUT OF RANGE	0
07 STUDENT AID INDEX OUT OF RANGE	2
08 SCHEDULED PELL GRANT OUT OF RANGE	0
09 EXPECTED DISBURSEMENT OUT OF RANGE OR EXCEEDS SCHEDULED PELL GRANT	1
10 INVALID DATE ENROLLED	1
11 ACTUAL DISBURSEMENT OUT OF RANGE OR EXCEEDS EXPECTED DISBURSEMENT	0
12 INVALID ENROLLMENT STATUS/PERCENTAGE OF HOURS COMPLETED	0
13 INVALID SIGNATURE CODE	0
14 MAXIMUM RECIPIENT RECORD IDENTIFIER EXCEEDED	0
16 REPORTING AND/OR ATTENDED PELL INST. NO. NOT NUMERIC OR INVALID	0
18 NO MATCH ON ORIGINAL SOCIAL SECURITY NUMBER/ASSIGNED FEDERAL STUDENT AID ID	0
19 NO MATCH ON NAME CODE	0
20 NO MATCH ON TRANSACTION NUMBER	1
21 NO MATCH ON STUDENT AID INDEX	1
23 NR INVALID FOR DISBURSEMENT HISTORY RECORD ALREADY ON FILE--ADD DROPPED	0
26 DISBURSEMENT HISTORY ADD MATCHES RECORD ALREADY ON FILE--ADD DROPPED	0
28 CHANGE TRANSACTION FOR IN-PROCESS HISTORY ADD REJECTED	0
31 NO MATCH TO REPORTING PELL INST. NO. IN DISBURSEMENT HISTORY RECORD--CHANGE REJECTED	0
34 ACTUAL DISBURSEMENT EXCEEDS THE EXPECTED DISBURSEMENT CEILING FOR PART-TIME STUDENTS	0
35 EXPECTED DISBURSEMENT EXCEEDS THE EXPECTED DISBURSEMENT CEILING FOR PART-TIME STUDENTS	0
41 INVALID PELL INST. NO. OF CAMPUS STUDENT ATTENDS	1
43 INVALID RECIPIENT DATA EXCHANGE RECORD TYPE	1
45 ACTUAL DISBURSEMENT AMOUNT NOT NUMERIC OR LEFT-JUSTIFIED NR	0
46 RECIPIENT RECORD IDENTIFIER NOT NUMERIC	0
XX OTHER	0

TOTAL NUMBER OF ERROR MESSAGES

10

RECIPIENT DATA EXCHANGE HISTORY UPDATE EDIT ERROR REPORT

DATE: 11/05/82

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974...DISCLOSURE ACCOUNTING REQUIRED

INST

RECIPIENT DETAIL RECORD ERRORS

ID

111111 2000000120H01023340000001163011630009018211111111N 30000000000

26 DISBURSEMENT HISTORY ADD MATCHES RECORD ALREADY ON FILE--ADD DRUPPED
RECORD REJECTED DUE TO ERRORS - NOT RETAINED IN ED FILES

2000000089A002023340136600237022350009018211111111N 30000000000

26 DISBURSEMENT HISTORY ADD MATCHES RECORD ALREADY ON FILE--ADD DRUPPED
RECORD REJECTED DUE TO ERRORS - NOT RETAINED IN ED FILES

APPENDIX I

BUILDING A PELL GRANT RECIPIENT DATA BASE USING FEDERAL STUDENT AID APPLICANT ROSTER TAPES

Upon request, the Federal Student Aid Application Processing Center provides applicant data to institutions participating in the Pell Grant Program. Your institution may request the data in hard-copy form (the FSA Applicant Roster, I-4 through I-10) and/or on magnetic tape in either of two formats: abbreviated data record (I-11 through I-16) or full data record (I-17 through I-26).

Your institution can build a skeleton Pell Grant recipient data base by extracting the following data elements from each eligible record on the Applicant Roster tape:

1. Applicant's name
2. Current Social Security Number
3. Student Aid Index
4. SAR Record ID, which consists of
 - a. Original Social Security Number/assigned Federal Student Aid Identification Number
 - b. Original Name Code
 - c. Transaction Number
5. Estimated 1982-83 Annual Student Social Security Educational Benefits
6. Estimated 1982-83 Annual Student Veteran's Educational Benefits

Matching the extracted data from the applicant Roster tape against your institution's actual enrollment records should yield the following:

1. Cost of Attendance
2. Date Enrolled
3. Pell Inst. No. of Campus the Student Attends
4. Enrollment Status/Percentage of Hours Expected to Complete
5. Verification that the student signed a Statement of Educational Purpose
6. Applicant Data Validation Status
7. Term Type
8. Actual Student's Social Security Educational Benefits
9. Actual Student's Veteran's Educational Benefits

You can then use the Cost of Attendance and the Student Aid Index to locate the Scheduled Pell Grant from the full-time Pell

educational benefits, and/or actual student's veteran's educational benefits can then be applied to the Scheduled Pell Grant to produce the Expected Disbursement.

After completing the above steps, you have the required elements for submitting Student Aid Report data in machine-readable form. Additional control and institutional identification data are added when you prepare the SAR tape.

The preceding steps accommodate eligible applicants who indicated possible attendance at your institution. For those eligible applicants attending your institution who do not appear on the Applicant Roster tape, you would manually enter the required data elements into your data base from the hard-copy Student Aid Reports. Alternatively, you may have the student submit a SAR correction to the Federal Student Aid Applicant Processing System, specifying the name and address of your institution (See page I-29). The student (and parent/guardian, applicable) must sign the certification on the SAR. After SAR correction is processed, the student's data will appear on the next Applicant Roster (and/or tape) for your institution.

***** WARNING *****

You must not submit SAR recipient records for ineligible Pell Grant applicants, students that you have not paid, or students who do not actually attend classes. The Pell Grant regulations prohibit disbursements to such students. If you use the Applicant Roster tapes to build your preliminary Pell Grant recipient data base, be certain that:

1. the recipient data you submit to ED on your SAR tape accurately reflects the data that appeared on the SAR on which the student submitted to your institution and the SAR on which you based payment; AND
2. the recipient data you submit to ED on your SAR tape does not include students who actually enroll and attend classes elsewhere.

During the award period, you would post disbursements, recoveries, and other changes to your Pell Grant recipient data base. Reporting of such changes to ED must conform to the specifications provided in Table 1 (See Page 20).

If you wish to receive applicant data in hard-copy form and/or on tape, complete the Federal Student Aid Applicant Tape Service Request form (I-31) and send it to the address on the form. Applicant Roster tapes are provided by ED at no charge; however, they must be returned to the Federal Student

PELL GRANT RECIPIENT DATA EXCHANGE/
FEDERAL STUDENT AID APPLICANT ROSTER

DATA COMPARISON CHART

Data Elements	Student Aid Report Tape	Institution Student Vali- dation Roster Tape	Applicant Roster Tape (Abbreviated Data)	App Rost (Full)
	Position(s)	Position(s)	Position(s)	Position(s)
1. Record Type	1	1		
2. Original Social Security Number	2-10	2-10	39-47*	39-47
3. Original Name Code	11-12	11-12	37-38*	37-38
4. Transaction Number	13-14	13-14	48-49	48-49
5. Cost of Attendance	15-19	15-19		
6. Student Aid Index	20-24	20-24	116-120	29-33
7. Scheduled Pell Grant	25-29	25-29		
8. Expected Disbursement	30-36	30-36		
9. Date Enrolled	37-42	37-42		
10. Pell Institution No. of Campus Student Attends	43-48	43-48		
11. Enrollment Status/Percentage of Hours Completed Code	49	49		
12. Statement of Educational Purpose Signature Indicator	50	50		
13. Applicant Data Validation Status Code	51	51		
14. Actual Disbursement		53-59		
15. Institution Student ID/SSN Cross-reference	60-68	60-68		
16. Recipient Record Identifier		69		
17. Term Type	70	70		
18. Student's Social Security Educational Benefits	71-75**	71-75**	138-141***	31-35
19. Student's Veteran's Educational Benefits	76-80**	76-80**	142-146***	32-36

REPORT DATE: 99/99/99
PAGE: 999
REPORTING PERIOD: 99/99/99 TO 99/99/99

U. S. DEPARTMENT OF EDUCATION
FEDERAL STUDENT AID
ACADEMIC YEAR 1982-83

FEDERAL STUDENT AID APPLICANT ROSTER

REPORT FOR: INSTITUTION
STREET ADDRESS
CITY ST ZIPXX-XXXX
(FOR ED USE ONLY) 000000

DEAR COLLEAGUE:

THE FOLLOWING PAGES CONTAIN YOUR FEDERAL STUDENT AID APPLICANT ROSTER. THE ROSTER INCLUDES INFORMATION ABOUT FEDERAL STUDENT AID APPLICANTS WHO INDICATED, AT THE TIME OF THEIR FEDERAL STUDENT AID APPLICATION, YOUR INSTITUTION AS A POSSIBLE CANDIDATE FOR THEIR ATTENDANCE.

BECAUSE THIS INFORMATION WAS COLLECTED AT THE TIME OF THE STUDENTS' APPLICATIONS, AND IS NOT NECESSARILY CURRENT, YOU MAY FIND BOTH OF THE FOLLOWING SITUATIONS OCCURRING:

1. STUDENTS APPEARING ON THIS ROSTER WHO INDICATED YOUR INSTITUTION ON THEIR FEDERAL STUDENT AID FORMS, AND HAVE SINCE CHANGED THEIR DECISION AND HAVE NOT ENROLLED AT YOUR INSTITUTION.
2. FEDERAL STUDENT AID RECIPIENTS NOT APPEARING ON THIS ROSTER BECAUSE THEY DID NOT INDICATE YOUR INSTITUTION ON THEIR FEDERAL STUDENT AID FORMS, WHO HAVE SINCE DECIDED TO ENROLL AT YOUR INSTITUTION.

THIS ROSTER INCLUDES THE INFORMATION FROM THE MOST RECENT OFFICIAL RECORD ON FILE FOR EACH STUDENT. THE ROSTER WILL INCLUDE INFORMATION FOR ALL STUDENTS FROM THE BEGINNING OF THE 1982-83 PROCESSING YEAR.

IF NO STUDENT AID INDEX APPEARS FOR A STUDENT, HE OR SHE HAS NOT PROVIDED SUFFICIENT INFORMATION TO DETERMINE A STUDENT AID INDEX. TO OBTAIN A STUDENT AID INDEX, THE STUDENT MUST PROVIDE ADDITIONAL OR CORRECTED INFORMATION.

A SUMMARY OF THE DATA CONTAINED IN YOUR ROSTER APPEARS AT THE END OF YOUR ROSTER.

- = New student for this reporting period.
- = Student Aid Index on this roster is higher than the one reported on a previous roster.
- = Student Aid Index on this roster is lower than the one reported on a previous roster.
- = Student Aid Index on this roster is equal to the one reported on a previous roster. (New process date).
- = Student Aid Index is present on this roster but was absent on a previous roster.
- = Student Aid Index is not present on this roster but was present on a previous roster.
- = Student's data is the same as reported on a previous roster. (No new process date).

Student's Name = Name of student (last, first, and middle initial) as it appears on this transaction number.

Security = Student's current Social Security number as reported. If a student does not report his/her Social Security number, the assigned Federal Student Aid Identification Number (a dash followed by eight digits) will be shown until the student reports a Social Security number.

Transaction number (For example, 01 = first transaction processed, and
02 = second transaction processed).

Date = Student's date of birth

Blank or: 2 position month (00-12)
2 position day (00-31)
2 position year (00-99)

Name, date of birth, Social Security number change flag

S = Social Security number change

N = name or date of birth change

B = Social Security and name and/or date of birth change

Blank = no change in any of the three fields

Student's year in college

1 = 1st year

2 = 2nd year

3 = 3rd year

4 = 4th year

5 = 5th year

6 = Graduate or Professional

Blank = No response

Student's state of legal residence

Blank = No response

Alpha = Alpha state code

Base tax year for income used in eligibility calculation

1 = 1981 base year income used

2 = 1982 base year income used

Base Year income change flag, to indicate a \$1500 negative change in applicant's income between base year and current year.

\$ = has changed

REPORT FOR: INSTITUTION
STREET ADDRESS
CITY ST ZIPXX-XXXX
(FOR ED USE ONLY) 000000

U. S. DEPARTMENT OF EDUCATION
FEDERAL STUDENT AID
ACADEMIC YEAR 1982-83

REPORT DATE: 99/99/99
PAGE: 999
REPORTING PERIOD: 99/99/99 TO 99/99/99

FEDERAL STUDENT AID APPLICANT ROSTER LEGEND (CONTINUED)

SAI = Student Aid Index for this transaction number
Blank = none calculated

D/I = Student's dependency status indicator
I = independent with Student Aid Index
D = dependent with Student Aid Index
Y = independent rejected (insufficient data)
X = dependent rejected (insufficient data)

R/J = Reject Reason Summary, a letter code to provide general information about why an applicant has been rejected
A = income and/or income tax
B = Social Security benefits
C = unusual expenses (medical/dental and/or unreimbursed tuition)
D = signature and/or illegible or incomplete application
E = applicant and/or family data (other than financial information)
F = eligibility to file "Special Condition" form
G = citizenship and/or post-baccalaureate
H = assets/debts
I = validation hold
J = multiple codes (i.e., student having substantial difficulty with application process)
Blank = record was not rejected

I/V = Institution verification selection code
* = tax return verification
= tax return verification and Social Security verification
Blank = was not selected

H = Hold status code
H = is on hold
Blank = is not on hold

FAM CON = Family Contribution (Uniform Methodology Calculation)
Blank or numeric

Student's Mailing Address = Student's mailing address

Process Date = Date this transaction was processed

INSTITUTION

T ZIPXX-XXXX
ILY) 000000

U. S. DEPARTMENT OF EDUCATION
FEDERAL STUDENT AID
ACADEMIC YEAR 1982-83

REPORT DATE: 99/99/99
PAGE: 999
REPORTING PERIOD: 99/99/99 TO 99/99/99

FEDERAL STUDENT AID APPLICANT ROSTER LEGEND (CONTINUED)

Agency that transmitted application

A = American College Testing (ACT) Program

B = Federal Student Aid Program

C = College Scholarship Service (CSS)

P = Pennsylvania Higher Education Assistance Agency (PHEAA)

N = New Agency

O = Other new agency

= Estimated 1982-83 Annual Student Social Security Benefits

Numeric = Amount of Estimated 1982-83 Annual Student Social Security Benefits

Blank = No monthly amount was reported by the student

??? = Illegible or negative response

= Estimated 1982-83 Annual Veteran's Educational Benefits

Numeric = Amount of Estimated 1982-83 Annual Veteran's Educational Benefits

Blank = No monthly amount was reported by the student

???? = Illegible or negative response or monthly amount reported was greater than 0 and less than \$156

REPORT FOR: INSTITUTION
STREET ADDRESS
CITY ST ZIPXX-XXXX
(FOR ED USE ONLY) 000000

U. S. DEPARTMENT OF EDUCATION
FEDERAL STUDENT AID
ACADEMIC YEAR 1982-83

REPORT DATE: 99/99/99
PAGE: 999
REPORTING PERIOD: 99/99/99 TO 99/99/99

FEDERAL STUDENT AID APPLICANT ROSTER

LAST	FIRST	STUDENT'S NAME	SOCIAL SECURITY #	TR BIRTH DATE	C Y LG IN B F C RS YR F	SAI D R I H I J V	FAM STUDENT'S COM MAILING ADDRESS	PROCES A SS. DATE	VET. ANN.
DOE	JOE		J 268010010	03 090153	S 1 1A 1 \$	875 1 AI * H	500 11010 ROSE BLVD LOS ANGELES	010682 B 8717	
JETSON	JIMMY		C 550011202	02 111251	B 1 KY 2	X	999 SOUTH LAWE SAN DIEGO	020282 A	
JOCKY	KRIS		M -00140064	02 080849	3 NY 1	720 D BC *	123 E 555TH ST VENICE	020582 B	
JONDLE	JERRY		P 270012366	01 051549	4 KS 1	710 Y DH #	430 56A MYPLACE RD QUIET CITY	010282 M	
KARSON	KIT		A 222888777	02 122554	1 NY 1	600 D	300 8888 SPEEDY BLVD NICETOWN	010282 C	
KELLY	DECEMBER		C -00150033	02 102360	2 GA 2 \$	602 I	379 56789 PAVED ROAD SWEET CITY	010782 M	
KING	KONG		K 348997711	04 042547	4 KS 1	999 I BA	662 1111 CURVED DRIVE SANTA ANA	010682 A	1000
LATE	HEMAS		995004222	02 031652	2 MN 1	1000 D	2778 6776 WALK ST COOL SPRINGS	090682 P	900
LETTER	ALPHA		B 717171717	01 100650	4 NY 1	4337 D *	100 88228 6000 PLACE MYTOWN	060682 B	

INSTITUTION
ADDRESS
ST ZIPXX-XXXX
ED USE ONLY) 000000

U. S. DEPARTMENT OF EDUCATION
FEDERAL STUDENT AID
ACADEMIC YEAR 1982-83
PELL GRANT DATA SUMMARY

REPORT DATE: 99/99/99
PAGE: 999
REPORTING PERIOD: 99/99/99 TO 99/99/99

AVERAGE
STUDENT
TOTAL AID INDEX

NUMBER OF NEW STUDENTS QUALIFYING FOR PELL GRANTS (STUDENT AID INDEX RANGE 0 THROUGH X)
NUMBER OF NEW STUDENTS NOT QUALIFYING FOR PELL GRANTS (STUDENT AID INDEX GREATER THAN X)
NUMBER OF NEW STUDENTS REJECTED FOR INSUFFICIENT DATA

1,146
209
604

400
4,178

TOTAL NEW STUDENTS ON ROSTER (RECORD TYPE = +)

2,039

TOTAL NUMBER OF STUDENTS WITH SUFFICIENT DATA
TOTAL NUMBER OF STUDENTS QUALIFYING FOR PELL GRANTS
TOTAL NUMBER OF STUDENTS NOT QUALIFYING FOR PELL GRANTS
TOTAL NUMBER OF STUDENTS REJECTED FOR INSUFFICIENT DATA

4,467
3,516
951
1,816

1,115
323
4,041

TOTAL STUDENTS

6,283

Tape Specifications

SYSTEM TITLE Federal Student Aid Application Processing System		SYSTEM ID	DATE July 1982
		REVISION NO	
Tracks 9 BPI 800 or 1600 Data Set Name BEOG.INST82.ABBR Volume Serial xxxxyy where x = reel number y = last 5 digits of Pell Institute			

RECORD LAYOUT

FILE TITLE ID
1982-83 Abbreviated Applicant Roster Tape

RECORD LENGTH (Maximum if variable)
152

MEDIUM (C) Card, (T) Tape,
(D) Disk, or directly

BLOCKING FACTOR
30

RECORD TYPE (F) Fixed, (V) Variable,
(U) Undefined

(F) Fixed

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	STUDENT'S MIDDLE INITIAL	STUDENT'S CURRENT SSN	STUDENT'S ORIGINAL SSN	TRANSACTION NUMBER	DATE OF BIRTH	STUDENTS STREET ADDRESS (FOR MAILING)	STUDENT'S (FOR MAILING)
---------------------------	----------------------------	-----------------------------	-----------------------------	------------------------------	-----------------------	------------------	--	----------------------------

STATE CODE (FOR MAILING)	ZIP CODE (FOR MAILING)	STUDENT'S STATE OF LEGAL RESIDENCE	YEAR IN COLLEGE	BASE TAX YEAR	INCOME CHANGE FLAG	STUDENT AID INDEX	DEPENDENCY STATUS	SUMMARY REASON	INSTITUTION VALIDATION	HOLD STATUS CODE	FAMILY CONTRIBUTION	DATE THIS TRANSACTION WAS PROCESSED	AGENCY CODE	ESTIMATED 1982-83 ANNUAL STUDENT SOCIAL SECURITY BENEFITS	ESTIMATED 1982-83 ANNUAL VETERAN'S EDUCATIONAL BENEFITS	INST NO. OF STUDENT'S INDICATED INSTITUTION
-----------------------------	---------------------------	---------------------------------------	-----------------	---------------	--------------------	----------------------	-------------------	-------------------	------------------------	------------------	------------------------	---	-------------	--	--	--

Field

Positions

Last

Field

Length

Field

Number

1

1

1

E: Applicant Roster tapes are cumulative. This position can be used to determine how you wish to process the student applicant records where no change has occurred.

17

16

2

Student's last name

26

9

3

Student's first name

27

1

4

Student's middle initial

36

9

5

Current Social Security Number - Student's current SSN or assigned Federal Student Aid Identification Number (a dash followed by eight digits).

38

2

6

STUDENT'S ORIGINAL NAME CODE. THIS FIELD IS USED AS PART OF THE SAR RECORD IDENTIFIER FOR RECIPIENT DATA EXCHANGE.

47

9

7

ORIGINAL SOCIAL SECURITY NUMBER - SSN WHICH THE STUDENT PROVIDED ON THE ORIGINAL APPLICATION; OR IF NO SSN WAS PROVIDED, THE ASSIGNED FEDERAL AID IDENTIFICATION NUMBER. THIS FIELD IS USED AS PART OF THE SAR RECORD IDENTIFIER FOR RECIPIENT DATA EXCHANGE. THE SAR RECORD ID CONSISTS OF ORIGINAL SSN (OR ASSIGNED FEDERAL STUDENT AID IDENTIFICATION NUMBER).

Field Name, Content, Code, Etc.

Record Type

+ = New student for this reporting period
 H = Student Aid Index on this tape is higher than the one reported on previous tape
 L = Student Aid Index on this tape is lower than the one reported on previous tape.
 E = Student Aid Index on this tape is equal to the one reported on previous tape (new process date).
 B = Student Aid Index is present on this tape but was absent on a previous tape.
 R = Student Aid Index is not present on this tape but was present on previous tape.
 Blank = Student's data is the same as that contained on the previous tape (no new process date).

TRANSACTION NUMBER - RANGE 01-99. THIS FIELD IS USED AS THE "NUMBER" IN THE SER RECORD IDENTIFIER FOR RECIPIENT DATA EXCHANGE

Student's date of birth
2 position month: 00-12 or blank
2 position day: 00-31 or blank
2 position year: 00-99 or blank

Last name, date of birth, social security number change flag
 S = social security number change
 N = last name or date of birth change
 B = social security number and last name and/or date of
 Blank = no change in any of the three fields

Student's Street Address

City

Mailing State Code; blank = no response; alpha = state abbreviated list of valid codes)

Zip Code

Student's state of legal residence code
Blank = no response; alpha = state abbr
valid codes)

Student's year in college

Blank = no response
1 = 1st year
2 = 2nd year
3 = 3rd year
4 = 4th year
5 = 5th year
6 = beginning graduate or professional
7 = continuing graduate or professional
Blank = no response

114	1	I/	Base year income 1 = 1981 income 2 = 1982 income	
15	115	1	18	Base year income change flag — indicates a \$1,500 or greater loss of income between base year (1981) and current year (1982)* \$ = changed by \$1,500 or more Blank = changed by less than \$1,500
16	120	5	19	Student Aid Index (SAI) - Blank (more computed due to insufficient data) or Numeric
21	121	1	20	Student's dependency status indicator D = dependent with Student Aid Index I = independent with Student Aid Index X = dependent rejected (insufficient data) Y = independent rejected (insufficient data)
22	123	2	21	Reject Reason Summary Code - provides general information about why an applicant has been rejected A = income and/or income tax B = family social security benefits C = unusual expenses (unreimbursed medical/dental and/or tuition) D = signature and/or illegible or incomplete application E = applicant and/or family data (other than financial data - e.g., household size, etc.) F = eligibility to file "Special Condition Form" G = citizenship and/or post-baccalaureate H = assets/debts I = validation hold J = multiple codes (i.e., student having substantial difficulty with the application process) Blank = record was not rejected

Field is applicable only if Field 17, "Base Year Income," equals 1 (1981).

Field Positions	Field Length	Field Number	Field Name, Content, Code, Etc.
124 124	1	22	Institution Verification selection code * = selected for tax return verification # = selected for tax return verification and family social security benefits verification Blank = not selected for verification
125 125	1	23	Hold status code H = is on validation hold Blank = is not on validation hold
126 130	5	24	Family Contribution (Uniform Methodology computation) Numeric = family contribution Blank = none calculated
131 136	6	25	Process Date - date record was processed 2 position month: 01-12 or blank 2 position day: 01-31 or blank 2 position year: 82-83 or blank
137 137	1	26	Code of Agency that transmitted the application: A = American College Testing (ACT) B = Federal Student Aid Application Central Processor C = College Scholarship Service (CSS) P = Pennsylvania Higher Education Assistance Agency (PHEAA) N = new agency O = other new agency
138 141	4	27	Estimated 1982-83 annual student social security benefits Numeric = amount of estimated 1982-83 annual student social security benefits Blank = no amount was reported by the student ???? = illegible or negative response

Institution Identification - student's indicated institution (i.e., the
ID of the institution for which the tape is produced)

Blank or numeric

Full Applicant Roster Tape (1982-83)

Field
Positions Field
First Last Length Number

1 1 1 1

NOTE: Applicant Roster tapes are cumulative. This position can be used to determine how you wish to process the student applicant records where no change has occurred.

Field Name, Content, Code, Etc.

Record Type

+ = New student for this reporting period
H = Student Aid Index on this tape is higher than the one previous tape
L = Student Aid Index on this tape is lower than the one previous tape.
E = Student Aid Index on this tape is equal to the one previous tape (new process date).
B = Student Aid Index is present on this tape but was absent on previous tape.
R = Student Aid Index is not present on this tape but was present on previous tape.
Blank = Student's data is the same as that contained on the previous tape (no new process date).

2 17 16 2 Student's last name
18 26 9 3 Student's first name
27 27 1 4 Student's middle initial
28 36 9 5 Current Social Security Number - Student's current SSN or assigned Student Aid Identification Number (a dash followed by eight digits)
37 38 2 6 STUDENT'S ORIGINAL NAME CODE. THIS FIELD IS USED AS PART OF THE RECORD IDENTIFIER FOR RECIPIENT DATA EXCHANGE.

39 47 9 7 ORIGINAL SOCIAL SECURITY NUMBER - SSN WHICH THE STUDENT PROVIDED TO THE BUREAU OF THE U.S. DEPARTMENT OF EDUCATION FOR THE PURPOSE OF RECEIVING A STUDENT AID AWARD

<u>Field Number</u>	<u>Field Length</u>	<u>Field Number</u>	<u>Field Name, Content, Code, Etc.</u>
115	1	18	Bachelor's degree Blank = no response Y = yes N = no
116	1	19	Student's marital status Blank = no response S = unmarried M = married P = separated T = assumed single N = assumed married
118	2	20	Number of student's dependent children Numeric = number of student's children Blank = no response ?/ = illegible
124	6	21	Parental support fields Z = assumed yes Y = yes N = no Blank = no response
125	1	22	Base year income 1 = 1981 tax year income used 2 = 1982 tax year income used 3 = 1983 tax year income used 4 = 1984 tax year income used 5 = 1985 tax year income used 6 = 1986 tax year income used 7 = 1987 tax year income used 8 = 1988 tax year income used 9 = 1989 tax year income used 0 = 1990 tax year income used
			Student lived with parents in 1981 (pos. 119) Student lives with parents in 1982 (pos. 120) Student claimed by parents in 1981 (pos. 121) Student claimed by parents in 1982 (pos. 122) Student received support from parents in 1981 (pos. 123) Student receives support from parents in 1982 (pos. 124)

Field Positions		Field Length	Field Number	Field Name, Content, Code, Etc.
126	126	1	23	Base year income change flag -- indicates a \$1,500 or greater loss of income between base year (1981) and current year (1982)* \$ = changed by \$1,500 or more Blank = changed by less than \$1,500
27	128	1	24	Household size Blank = no response Numeric = number in household '?' = illegible
29	129	1	25	Number of household members in college Blank = no response Numeric = number in college '?' = illegible
30	130	1	26	Parent's marital status Blank = no response S = single M = married D = divorced P = separated W = widowed T = assumed single N = assumed married
31	132	2	27	Parent's age Blank = no response Numeric = age of older parent '?' = illegible
33	134	2	28	Parent's state of legal residence code Blank = no response; alpha = state abbreviation (see attached list of valid codes)

Y = assumed yes
N = assumed no

Tax return filing status

Blank = no response
F = completed return
E = estimated

Exemptions claimed

Blank = no response
Numeric = number claimed
'?' = illegible

1981 Adjusted Gross Income -- 1981 income from
IRS Form 1040, line 31 or 1040A, line 11*

1981 Federal income tax paid*

1981 State and local income taxes paid*

1981 Itemized deductions*

Father's or student's portion of income*

Mother's or spouse's portion of income*

Social security benefits*
(excluding student's benefits)

AFDC or ADC*

1981 Other income and benefits*

Unreimbursed medical/dental expenses*

Unreimbursed elementary and secondary school tuition*

Positions Last	Field Length	Field Number	Field Name, Content, Code, Etc.
198	5	43	Expected 1982 taxable and non-taxable income and benefits*
203	5	44	Dependent student's total 1981 income* (minus Federal, State and local income taxes paid)
209	6	45	Dependent student's savings/assets*
214	5	46	Cash, savings & checking accounts*
220	6	47	Home value*
226	6	48	Home debts*
232	6	49	Investment/real estate value*
238	6	50	Investment/real estate debts*
245	7	51	Business/farm value*
252	7	52	Business/farm debts*
257	5	53	Student's taxable income summer, 1982*
262	5	54	Student's taxable income school year, 1982-83*
267	5	55	Spouse's taxable income summer, 1982*
272	5	56	Spouse's taxable income school year, 1982-83*
275	3	57	Student's, spouse's and dependent children's 1982-83 expected amount of social security benefits per month*
277	2	58	Number of months of student social security benefits*
280	3	59	Student's amount of veteran's benefits per month*

Field Number	Field Length	Field Number	Field Name, Content, Code, Etc.
282	2	60	Student's months of veteran's benefits**
287	5	61	Student's (& spouse's) other income and benefits*
288	1	62	State agency data release Blank = no response Y = yes N = no
289	1	63	College data release Blank = no response Y = yes N = no
295	6	64	Date signed 2 position month: 01-12 or blank 2 position day: 01-31 or blank 2 position year: 01-99 or blank
296	1	65	Signed by A = student only P = parent only B = both student and parent
301	5	66	Student Aid Index (SAI) on this transaction number Numeric = SAI Blank = none calculated
302	1	67	Student's dependency status indicator D = dependent with Student Aid Index I - independent with Student Aid Index X = dependent rejected (insufficient data) Y = independent rejected (insufficient data)

3	304	2	68	Reject Reason Summary — a letter code to provide general information about why an applicant has been rejected A = income and/or income tax B = family social security benefits C = unusual expenses (unreimbursed medical/dental and/or tuition) D = signature and/or illegible or incomplete application E = applicant and/or family data (other than financial data - e.g., household size, etc.) F = eligibility to file "Special Condition Form" G = citizenship and/or post = baccalaureate H = assets/debts I = validation hold J = multiple codes (i.e., student having substantial difficulty with the application process) Blank = record was not rejected
5	305	1	69	Institution verification selection code * = selected for tax return verification # = selected for tax return verification and family social security benefits verification Blank = was not selected
5	306	1	70	Hold status code H = is on validation hold Blank = is not on validation hold
7	311	5	71	Family contribution (Uniform Methodology computation) Numeric = family contribution Blank = none calculated
2	317	6	72	Date this transaction was processed 2 position month: 01-12 or blank 2 position day: 01-31 or blank 2 position year: 82-83 or blank

Field Positions First Last	Field Length	Field Number	Field Name, Content, Code, Etc.
3 318	1	73	Agency that transmitted the application A = American College Testing (ACT) B = Federal Processor (SDC) C = College Scholarship Service (CSS) P = Pennsylvania Higher Education Assistance Agency (PHEAA) N = New Agency O = Other New Agency
9 322	4	74	Estimated 1982-83 annual student social security benefits Numeric = amount of estimated 1982-83 annual social security benefits Blank = no amount was reported by the student ???? = illegible or negative response
3 327	5	75	Estimated 1982-83 annual veteran's educational benefits Numeric = amount of estimated 1982-83 annual veteran's educational benefits Blank = no amount was reported by the student ???? = illegible, negative or inconsistent response
3 333	6	76	Institution Identification - student's indicated institution (i.e., the ID of the institution for which the tape is produced) Blank or numeric

STATE CODES USED IN APPLICANT ROSTER TAPE DATA RECORD

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AS	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Canal Zone	CZ	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Ohio	OH
District of Columbia	DC	Oklahoma	OK
Florida	FL	Oregon	OR
Georgia	GA	Pennsylvania	PA
Guam	GU	Puerto Rico	PR
Hawaii	HI	Rhode Island	RI
IDaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tennessee	TN
Iowa	IA	Texas	TX
Kansas	KS	Trust Territories	TT
Kentucky	KY	(Marshall Islands,	
Louisiana	LA	Carolina Islands)	
Maine	ME	Utah	UT
Marianna Islands	CM	Vermont	VT
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

THIS PAGE INTENTIONALLY LEFT BLANK

1982-83 Student Aid Report (formerly SER)

Federal Student Aid Programs

SAT 286-

1 COMMENTS

WE PROCESSED YOUR FORM ON 03-28-82.
This report is in response to the form you submitted to FSAP.

208 The Financial Aid Administrator at your school will ask you to give a statement that your parents did not file a 1981 U.S. Income Tax Return before paying you a Pell Grant.

150 In processing your application, we assumed that your parents did not and will not file a 1981 U.S. Income Tax Return. If this is not correct, review Boxes 20, 21, 22, 23, 24 and 25. Information from the 1981 tax return should appear there if a tax return is filed.

349 You left the release of financial information to state agency and college blank. We are unable to send your complete financial information to your state agency or college. While this does not affect your eligibility for a Pell Grant, your state agency or college may need this information to consider you for other aid.

If you would like to release your complete financial information to your state agency and/or college, write yes in box 52 and/or 53, sign the Certification and return this report.

010 We had to make assumptions to figure out your aid index. The assumptions we made are listed below. If the assumptions are correct, follow the directions on the enclosed instruction sheet.

If the assumptions are incorrect, you cannot use this report to get a Pell Grant or other financial aid. Make the appropriate corrections, sign the Certification and send it to:

Pell Grants
P.O. Box 92440
Los Angeles, California 90009

063 We assumed you did (or will) live with your parent(s) for more than six weeks in 1981 or 1982.

020 We assumed your parent(s) did (or will) claim you as a U.S. Income Tax exemption in 1981 or 1982.

021 TURN FORM OVER FOR ADDITIONAL COMMENTS.

387

CERTIFICATION

If you have added or changed any information on this form, sign this certification and send it back to the Federal Student Aid Programs Processor.

I agree to give proof that the information on this report is correct. I understand that this proof includes a copy of my U.S. income tax return(s). All the information on this SAR is true and complete to the best of my knowledge.

If you purposely give false or misleading information on your SAR you may get a \$10,000 fine or a prison sentence or both.

Student Richard Harris

Source _____

Date _____

Parent John C. Harris

09/01/82

NE 128 ED 003-10380 E

AF EF FS ME SE DI

11000 11000 3800 0 0 100

2

This is the information you gave us. Please read the comments in the left hand column to see if you need to correct or add any information.

A. Student's Information

1. Student's Last Name HARRIS	2. First Name RICHARD	3. Middle Initial
4. Social Security Number 705-01-0015	5. Date of Birth 09-28-53	6. State FL
7. Citizenship U.S. CITIZEN	8. Year in College 1ST	9. Bachelor's Degree by 7/1/82 NO
10. Marital Status	11. No. of Student's Dependent Children	

B. Student's Status

12. Student lives with parents for more than six weeks in 1981?	1981?	1982?
13. Parents claim student as an income tax exemption in 1981?	1981?	1982?
14. Student receives more than \$750 support from parents in 1981?	1981?	1982?

C. Household Information of Parents

15. Marital Status MARRIED	16. State CO	17. Age 60
18. Household Size 05	19. Number in College 1	

D. 1981 Income & Expense Information of Parents

20. Tax Figures Are	21. Exemptions Claimed	22. Income from Form 1040/1042A
23. U.S. Income Tax Paid 0	24. State and local income taxes paid 0	25. Itemized Deductions 0
26. Income Earned by: FATHER	27. Income Earned by: MOTHER	
28. Social Security 9000	29. AFDC/ADC 0	30. All Other Income and Benefits 2000
31. Medical/Dental Expenses Paid 0	32. Total Income Expected in 1982 10000	33. Student's & Spouse's Resources 34. 1981 Income 6000 35. Savings/Assets 500

E. Asset Information of Parents

36. Cash/Savings/Checking 200	37. Value 0	38. Debt 0
39. Value 0	40. Debt 0	41. Value 0
42. Debt 0	43. Value 0	44. Debt 0

F. Student's (& Spouse's) Expected Income for 1982/83

STUDENT'S TAXABLE INCOME	SPOUSE'S TAXABLE INCOME
43. Summer 0	44. School Year 0
45. Summer 0	46. School Year 0
SOCIAL SECURITY BENEFITS	EDUC. BENEFITS
47. Monthly Amt 0	48. Monthly 0
49. Monthly 0	50. Monthly 0

51. Other Expected Income and Benefits (including Spouse's)

G. Other Information and Signatures

52. State FL	DATA RELEASED TO 53. College YES	54. Student YES	SIGNED BY: 55. Parent YES
56. Date Signed 01-28-82	This information does not affect your Student Aid Index but your school may want it. Do not correct the information in the boxes unless your financial aid administrator tells you to do so.		

FD Form 256-1

43 3 OF 3

CA 25000

Street

Cisv

State

3

705010015 HA

S

286*

2

Month _____ Date _____

Enrollment Status:

Full ☐ 1/2 ☐

Percentage of hours a

50% ☐ 60% ☐

80% ☐ 90% ☐

S Q

S C

Any person who knowingly makes false statements or misstatements on this form may be subject to a \$10,000 fine, a prison sentence, or both, under the provisions of the U.S. Criminal Code (20 USC 1070A, 34 USC 10150).

Signed by _____ Date _____

School Name

Date _____

City

State

File	A	B	C	D	E	F	G	H	I	J	K	L	M	field
------	---	---	---	---	---	---	---	---	---	---	---	---	---	-------

52 N O O O R L U V W X Y Z

SCHOLAR

Complete this form ONLY if you wish to receive hard-copy applicant rosters and/or applicant data tapes for 1982-83. If you have already requested applicant rosters and/or tapes, or if you do not need this service, do not complete this form.

NAME OF INSTITUTION: _____

INSTITUTION ID NUMBER: _____

NAME OF INSTITUTIONAL REPRESENTATIVE: _____

ADDRESS OF REPRESENTATIVE: _____

TELEPHONE NUMBER OF REPRESENTATIVE: () _____

BRANCH CAMPUS: ☐ Yes ☐ No

If Yes, Name of Central Administrative Office (Campus):

Institution ID Number of Central Administrative Office: _____

THIS REQUEST IS FOR: ☐ One Campus Only

☐ Entire Institutional System

If for an Entire Institutional System, List the Name and ID for the Central Institution and for Each Institution in the System:

INSTITUTION NAME

INSTITUTION ID

☐ Applicant Roster Tape

requested applicant Roster Tapes, you must complete the remaining items
s form.

Type of Data: ☐ Full ☐ Abbreviated

BPI: ☐ 800 ☐ 1600

Frequency: ☐ Throughout the Year

☐ Once (For Test Purposes Only)

f data processing contact person: _____

Telephone number of contact: () _____

y describe:

our Computer Facilities: _____

our Programming Support: _____

ow You Will Use the Data: _____

THIS FORM TO: Applicant Rosters
 Office of Student Financial Assistance
 U.S. Department of Education
 Room 4318 ROB3
 400 Maryland Avenue, S.W.
 Washington, D.C. 20202

